MONCAT MANUAL

January 1985

Montana Interlibrary Loans Procedures

STATE DOCUMENTS COLLECTION

JAN 2 3 2001

MONTANA STATE LIBRARY
1515 E. 6th AVE.
HELENA, MONTANA 59620

MONTANA STATE LIBRARY
3 0864 0015 7036 8

MONCAT MANUAL

Montana Interlibrary Loans Procedures

Prepared by

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This manual has been prepared in conjunction with the issuance of the first microfiche edition of Moncat, the Montana union catalog. It accompanies training sessions provided statewide by State Library staff during February 1985. The manual also serves as a general primer on interlibrary loan practices.

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I. INTRODUCTION

MONCAT

What is Moncat?

Moncat is a catalog of the materials in Montana libraries. It shows which libraries own particular books, magazines, films, and other materials. Produced by computer, it is the result of libraries cataloging their materials on an automated system, rather than on the traditional "catalog card." The resultant records can then be read, manipulated and merged by computer to produce a statewide catalog. Moncat is being developed through a multi-state system, the Washington Library Network (WLN), shared by over 130 libraries in the Pacific Northwest States.

Moncat is a microfiche product produced by the Washington Library Network (WLN) containing an estimated half-million holdings of 48 Montana libraries (as of Jan. 1985) It shows both serials and monographs holdings, including the updated Union List of Montana Serials (ULMS). It contains full catalog records plus holdings statements and can be used for interlibrary loans, cataloging, and general reference use.

Why Is Moncat Important?

Moncat provides better access to the resources within Montana because it allows libraries to borrow directly from a library which owns the item. The time needed for interlibrary loans is shortened. Moncat is also a cataloging and acquisitions tool. By knowing which libraries own certain materials, librarians can make more informed buying decisions. Cooperative development of library collections is possible because libraries are able to compare holdings with other libraries. Librarians are able to save money and serve their users better by knowing what other libraries own.

How Will Moncat Be Built?

Moncat is being built from existing computer data bases such as WLN, OCLC and other computerized holdings files. Montana's WLN participants are entering their book and magazine holdings into the data base at a steady rate. Already there are nearly 700,000 holdings of Montana libraries in the WLN data base.

There are three Montana libraries which use the OCLC computer network. Their records will be added to the Moncat data base. Other libraries have developed or are considering developing computer files which potentially can also be added to Moncat.

To be truly effective, Moncat must contain the holdings of many more Montana libraries. Presently 48 libraries contribute records to Moncat out of a possible 640 libraries of all types (academic, public, school, special). Additional libraries are being encouraged to participate in Moncat through incentive grants of the federal Library Services and Construction Act (LSCA).

How Is Moncat Funded?

The State Legislature appropriates general funds to the University system for WLN participation and to the State Law Library for OCLC membership. It designates Coal Severance Taxes to the State Library for WLN. All other libraries use their local funds for participation in automated systems.

The State Library Commission has designated funds from the LSCA for competitive grants for libraries to participate in Moncat. Grants fund "start-up" and other costs to convert libraries' card files to machine-readable form.

The cost of producing the first edition of Moncat in microfiche format is also being paid with LSCA grant funds so every library may have a chance to use Moncat.

The Pilot Moncat Project:

To prepare us for Moncat, a Pilot Moncat project was conducted from July, 1983 through June, 1984. The WLN Resource Directory was distributed to 29 Montana public, school, academic and special libraries (see page 1 for list). The Resource Directory contained the holdings of 100+ WLN members, including Montana's 10 members. Montana's member libraries holdings were essentially the Moncat at the time.

The Pilot Moncat libraries used the Resource Directory as Moncat. The purpose of the project was to determine policies and protocols needs for a "direct" method of interlibrary loans. Many of the guidelines presented in this manual are a result of the Pilot Moncat project. A thorough evaluation of all aspects of the project was conducted. A report was issued on what was learned from the project.

The Pilot Moncat project was monitored and evaluated by the Interlibrary Loan Committee, which makes its recommendations to the State Library Commission. (See Appendix F)

II. USES OF MONCAT

The most freguent use of Moncat will probably be for interlibrary loans (see the sections following in this manual) but there are numerous other reasons to use Moncat, such as:

1. Providing timely cataloging for any backlog of publications. Publications can be looked up by title, author or subject. The Title Index is necessary for complete cataloging information.

2. Providing useful information in making collection building decisions for your individual or cooperative library collections. [ie: Is publication available from other Montana libraries or is it unique to your collection and thus deserving careful consideration?]

3. Providing Library of Congress subject heading access to numerous titles.

4. Providing Library of Congress card numbers for most titles in your collection if your library is considering a restrospective conversion project.

5. The Moncat fiche can also be used as a public catalog. This will give your users access to authors, titles and subjects, available in all the Moncat libraries.

Other uses of Moncat may be identifed by you, your staff, and your users as you work with Moncat.

III. FORMAT OF MONCAT

Moncat is divided into three parts:

Titles index has yellow header line on fiche.

Authors index has white header line on fiche.

Subjects index has green header line on fiche.

The titles index contains entries with full bibliographic information as well as holdings statements. The entries are arranged alphabetically by title.

The authors and subjects indexes contain entries with brief bibliographic information, symbols which indicate the library holding the title, the Library of Congress Card number, and the call number.

TITLES INDEX

Title entries are made for all titles whether traced or untraced on an LC card. Title main entries appear in the Titles Index only. In addition, entries are made for all titles traced differently on an LC card, all uniform title headings (i.e., Mother Goose, Sunset), filing titles traced on an LC card (i.e., Romeo and Juliet), and all titles series traced on an LC Card. Entries contain full bibliographic information. Types of title entries are:

1. Title entry--with primary authorship.

Surviving the future [by] Arnold Toynbee, London, New York, Oxford
(a) (b) (c)
University Press, 1971. xii, 164 p. 23 cm Revision of a dialogue
(c) (d) (e) (f)
between Kei Wakaizumi and Arnold Toynbee, originally published in Japanese, in installments, in the Mainichi Shinbun.
1. Civilization, Modern--1850-- Adresses, essays, lectures.
2. Civilization--Philosophy. I. Wakaizumi, Kei, 1930-
(g) (h)
II. Title.
(i)
CB428.T69 1971 901.9
(j) (k)
901.9 Toynee Mt (m) MtBc. 77-167854
(l) (n)

(a) Title and other title page information
(b) Author
(c) Place and publisher (imprint)
(d) Date of publication
(e) Pagination, illustration, size information (collation)
(f) Notes
(g) Library of Congress subject headings
(h) Added author entry
(i) Title tracing
(j) LC classification number
(k) Dewey classification number
(l) Call number of holding library
(m) Symbols of libraries holding the title
(n) LC card number or WLN record identification number (RID)

2. Title entry--without primary authorship.

The Meaning (a) of Gandhi. Edited by Paul F. Power. (b) [1st ed. (c) Honolulu]
University (d) Press of Hawaii [c1971] (e) 199 p. (f) 23 cm.
"An East-West Center book." (g) Includes bibliographical references.

ISBN 0824801040 (h)

1. Gandhi, Mahatma, 1869-1948--Addresses, essays, lectures (i)

I. Power, Paul F., ed. (j)

DS481.G3 M387 (k) 954.03/5/0924 (l) 72-170180 (m)

DS 481 G3M387 (n) MtBilE
954.035 POW Mt. (o)

(a) Title
(b) Other title page information
(c) Edition statement
(d) Publisher
(e) Date of publication
(f) Pagination
(g) Notes
(h) ISBN number
(i) Library of Congress subject headings
(j) Added author entry
(k) LC classification number
(l) Dewey classification number
(m) LC card number or WLN record identification number (RID)
(n) Call number of holding library
(o) Symbols of libraries holding the title

3. Uniform title

Sunset children's clothes & toys by the editors of Sunset Books
(a) (b)
and Sunset magazine. 1st ed. Menlo Park, Calif. : Lane Pub. Co.,
(c) (d)
c1983. 96 p. : ill. (some col.) ; 28 cm. Includes index.
(e) (f) (g)
ISBN 0376040882 (pbk.) : $4.95
(h)

1. Children's clothing. 2. Sewing 3. Soft toy making. I. Sunset
(i)
Books. II. Sunset. III. Title: Sunset children's clothes and toys.
V. Title: Children's clothes and toys.
(j)

TT635 . S84 1983 646.4/06 19 83-081002
(k) (l) (m)

646.406 SUNSET Mt.
(n) (o)

(a) Uniform title
(b) Author
(c) Edition
(d) Place and publisher
(e) Date of publication
(f) Pagination
(g) Notes
(h) ISBN number
(i) Library of Congress subject headings
(j) Added title entry
(k) LC classification number
(l) Dewey classification number
(m) LC card number or WLN record identification number (RID)
(n) Call number of holding library
(o) Symbols of libraries holding the title

Arrangement of entries in the Titles Index is based on the Proposed Filing Rules for the Library of Congress Catalogs.

Entries are arranged alphabetically word-by-word, and words are arranged character by character. Words and abbreviations are filed as spelled. Entries beginning with numerals are arranged by the numeric value and appear before entries begining with the letter A at the very beginning of the Titles catalog. Initial articles are ignored, like a, an, the.

AUTHORS INDEX

The Authors Index contains entries for names of persons, institutions, organizations, conferences or meetings, corporations, etc., associated with the materials as authors.

Title main entries, uniform titles (e.g., Bible) and added entries which are treated as uniform titles (e.g., Sunset, McCall's) appear in the Titles Index only.

Materials about persons, institutions, organizations, conferences or meetings, corporations, etc., are included in the Subjects Index.

Authors Index entries contain brief information and symbols indicating the library holding the title. For full bibliographic and cataloging information regarding a publication look under the title entry.

Bauer, Ernst W.
(a)

The mysterious world of caves. [1st ed.]
(b) (c)

Collins, F. Watts [1971] 129 p.
(d) (e) (f)

551.44 BAUER Wa WaV WaBr WaKeM WaTPC WaO WaSpCo WaWeN
(g) (h)

74-009924
(i)

(a) Author's name
(b) Title
(c) Edition
(d) Publisher
(e) Date of publication
(f) Pagination
(g) Call number
(h) Symbols of libraries holding title
(i) LC card number-WLN RID number

Arrangement of entries in the Authors Index volume is based on the Proposed Filing Rules for the Library of Congress Catalogs. Entries are arranged alphabetically word-by-word, and words are arranged character by character. Words and abbreviations are filed as spelled.

The titles by one person, institution, organization, etc., are arranged in one alphabetical sequence under that name.

SUBJECTS INDEX

The Subjects Index contains entries for LC adult subject headings and local subject headings as required by local input. Each autobiography has a subject entry for the author. Entries contain brief information. For full bibliographic information, use Title Index. The Subjects Index contains entries from the following categories:

CATEGORY	EXAMPLES
Topical subjects	Africa, South Cake decorating Cookery (fish) Economics
Political jurisdictions and geographic areas	Arab countries Netherlands Northwest, Pacific
Events	Britain, Battle of, 1940- Vietnamese Conflict, 1961- World War, 1939-1945
Ethnic groups and tribes of people	Apache Indians Black Muslims Chinook Indians
Names (Materials about persons, corporations, organizations, etc.)	Agnew, Spiro T., 1918- Hudson's Bay Company Kennedy family New York. State Prison, Attica

Sample entry with explanation of parts:

VOYAGES AND TRAVEL
(a)
Wilmore, C. Ray. Square rigger round the horn; the making of a sailor.
(b) (c)
International Marine Pub. Co. [1972] 220 p.
(d) (e) (f)
B-Wilmore Wa 72-184649
(g) (h) (i)

(a) Subject heading
(b) Author's name
(c) Title
(d) Publisher
(e) Date of publication
(f) Pagination
(g) Call number
(h) Symbol of the library holding the title
(i) LC card number or WLN RID number

When the first word(s) of two or more subject headings are identical but are qualified by different words, the headings appear in the following order:

a. Word(s) alone-

COOKERY

b. Word(s) followed by a comma and qualifying word-

COOKERY, GREEK

c. Word(s) followed by parenthetical qualifier-

COOKERY (CHEESE)

In any subject heading, subdivisions (subordinate elements following a double dash) are grouped in the following order:

a. Period subdivision-

GERMAN LITERATURE--EARLY MODERN (to 1700)

GERMAN LITERATURE--18TH CENTURY

Note: Period subdivisions are arranged in chronological order.

b. Form and topical subdivision-

GERMAN LITERATURE--BIBLIOGRAPHY

GERMAN LITERATURE--OLD HIGH GERMAN

c. Geographical subdivision-

GERMAN LITERATURE--BAVARIA

GERMAN LITERATURE--ZURICH

The arrangement of entries in the Subjects Index is based on the Proposed Filing Rules for the Library of Congress catalogs.

IV. SEQUENCE OF SEARCH FOR INTERLIBRARY LOAN REQUESTS

First, search your own library's collection.

Second, consider for purchase. Remember the following important points:

1. The availability of interlibrary loan does not relieve any library of the responsibility for developing its own collection according to the needs of its community and of the clientele to which it is responsible. A potential borrowing library should evaluate requests to determine if they are best served through interlibrary loan, or by some other method such as direct purchase, substitution, or referral of patron to another location.

2. Book titles appearing on current best seller lists generally should NOT be requested even if they appear in the Moncat or online database. Such titles are usually in demand by the users of the holding libraries.

3. Consider that the cost of an average interlibrary loan is at least $10 to $15. Compare that to the purchase price of the book.

4. You will find that Books In Print is a valuable tool when making purchase considerations.

Thirdly, check local libraries if appropriate.

Examples: In Helena, if we are seeking genetics information we would go to the Shodair Children's Hospital Library.

In Billings, if we were looking for a particular federal range management publication we would check with the Bureau of Land Management Library.

A school library in any town would want to check with its local public library for almost any title it would need.

The next step would be to check Moncat.

If the publication was not obtained by now, check other available union catalogs such as WLN online database if available, the Resource Directory, serials lists if available.

Lastly, if item is not located, use appropriate alternative interlibrary loan channels. Such as:

Federation headquarters
Montana Health Science Information Network
State Library
OCLC
Office of Public Instruction
Other

V. INTERLIBRARY LOAN REQUEST FORM

(1) Date: (2) Deadline date:

(3) Send to:

(4) For:

(5) Book author OR periodical title, vol., pages, and date.

(6) Book title, edition, place, year, series OR periodical article, author, title.

(7)

(8) Verification:

(9) Please send if loan or photocopy fee is less than $ _____

(10) Routing Sequence: Date Request Rec'd: Action Taken:

1.
2.
3.
4.

If you cannot fill, please ROUTE to next numbered location.

(11) Request complies with ☐ CCG or ☐ CCL (12) AUTHORIZING LIBRARIAN: _____

INTERLIBRARY LOAN REQ
MONTANA

(13) Lending Library Address:

(14) Date sent:

(15) Date due:

(16) Charges:

(17) Date received:

(18) Date returned:

(19) NOTES:

All elements of an interlibrary loan form must be correctly filled out in order for the lending library to supply the requested material for your user. The following gives suggestions and hints for filling out the form.

1. Date: the date you process the request. Usually today's date.

2. Deadline date: when your user needs the materials. If user is willing to accept later make that note. WAL - Will Accept Later.

3. Send to: the complete mailing address for requesting library. You will want to watch placement of your address on the left margin so that the request form can be folded and placed in a window envelope. Be sure to attach a return mailing label to your completed request form.

4. For statement: user's name, brief address, phone number or other identifying information that you can use to get the material to your user when it arrives. You will want to consider you user's right to privacy and possibly not include his/her personal name on the form.

5. Book author OR periodical title: Author of requested monograph; OR for a periodical request include the periodical title and volume, pages and date for the requested article.

6. Book title... OR periodical article...: Title of the monograph, edition needed, publication year, series notes if given; OR if a periodical request, include the article author and title. Include price information, LC card number or other identifying number such as WLN rid number, ISBN number whenever possible.

7. Remarks statements can be inserted here as necessary. This area should be used only for remarks specifically related to the citation such as edition needed, user only needs certain parts of the publication, etc. Other remarks of a more general nature such as substitution notes, please send first class mail, etc, should be written in the library notes area. See #19 on form.

8. Verification statement: Where the item was verified, or what sources were checked in an unsuccessful attempt to verify it. A list of the abbreviations for commonly used bibliographic verification tools is found in appendix E.

9. Cost statement: What are you or your user willing to pay for the loan or photocopy of the desired item. More libraries are having to charge so it is best to always fill out this statement. Set your limits when you mail the request. If you leave this line blank and there are charges, the library will have to send request back with cost note and you will need to resubmit the request causing delay for user. Be realistic in setting your cost limit. Check the Interlibrary Loan Policies Directory in appendix I for existing charges. If your library passes interlibrary loan fees on to the user, be sure you have informed him/her of that possibility ahead of time.

10. Routing sequence: Enter the library symbols and call numbers for the first four libraries to which you want the request to be routed. Some requests may not have four locations or you may not want to wait for it to route to four locations, so fill in as many locations as you wish up to four. Public libraries may want to make their federation headquarters the first location on all of their requests if the majority of their requests are filled at the headquarters. Most request are filled by the first lending library in the routing sequence. See routing sequence suggestions in section VI on ROUTING AND LOAD LEVELING TECHNIQUES.

11. Copyright statement: The Copyright Revision Act of 1976 (Public Law 94-553) requires that this statement be included on all interlibrary loan requests when photocopy will be furnished. It is the librarian's responsibility to decide if the request more properly "adheres to copyright guidelines" (CCG) or "adheres to copyright law" (CCL). For an explanation of CCG or CCL see appendix B.

12. Authorizing librarian: the signature of the librarian submitting the request.

13. Lending Library Address: This space should be left blank by borrowing library so that lending library can put its address stamp in here.

14. Date sent: Borrowing library should leave blank so that lending library can date it when item is sent.

15. Date due: Lending library will identify when materials are due back.

16. Charges: Lending library will use this space to identify any charges such as postage or photocopy fees that they want to be reimbursed for.

17. Date received: Borrowing library should note when it receives item. This allows for turnaround time information, length of loan period information, follow-up with lending library, etc.

18. Date returned: Borrowing library should date when materials are sent back to lending library.

19. Notes: This space is provided for either borrowing or lending library to use for any necessary remarks, such as Please mail first class, pages 35-60 missing from volume when sent, etc.

The interlibrary loan form is a four part request form. After completing the form , remove the goldenrod copy and hold for your in-house records. Mail the remaining three parts to the lending library. The lending library will mark date due and other notes on the form and then separate the pink copy for their records. They will return the remaining two copies, in the book to the borrowing library. When the user is done with the book, the yellow copy of the request form can be marked with returned date and returned with the book to the lending library. One piece of the form is left over in most cases but if the first routing library can not supply the item, they can use one part of the form to report back that they can not supply the item, but advise you that they routed the request on. The extra page may be used to request a renewal.

Supplement to Moncat Manual to be placed as page 17a following page 17 and before page 18. 2/11/85 ds.

(3a) Federation designation.

Please include the Federation designation for the Federation area which your library is located in.

Federation designations are:
BVF is Broad Valleys Federation
GPL is Golden Plains Federaion
PATH is Pathfinder Federation
SAGE is Sagebrush Federation
SOC is South Central Federation
TAM is Tamarack Federation

This information is useful for statistical records kept by libraries.

Sample of completed interlibrary loan form before sent to lending library:

Date: 1/2/85 Deadline date:

Send to: Interlibrary loans
Shodair Children's Hospital Library
P.O. Box 5539
Helena, Mt 59604

For: Genetics lab

Book author OR periodical title, vol., pages, and date.

Cheney, Roberta C.

Book title, edition, place, year, series OR periodical article, author, title.

Names on the face of Montana 1983 ,
83-15401

Verification: Moncat fiche #45

Please send if loan or photocopy fee is less than $ 2.50

Routing Sequence: Date Request Rec'd: Action Taken:

1. MtH
2. Mt R929.4 CHENEY
3. MtMis [illegible]
4.

If you cannot fill, please ROUTE to next numbered location.

Request complies with ☐ CCG or ☐ CCL AUTHORIZING LIBRARIAN: Susan Clark

INTERLIBRARY LOAN REQU
MONTANA

Lending Library Address:

Date sent:

Date due:

Charges:

Date received:

Date returned:

NOTES:

Notes:

Most Montana libraries will want this title as part of their collection so be sure to consider for purchase. If it is not an appropriate title for the collection then check other local resources before going out of town.

Mt's copy is in reference so it should be available on shelf for user to look at.

Sample of completed interlibrary loan form before sent to lending library.

Date: 2/24/85 Deadline date: 3/16/85 will accept later

Send to:
Interlibrary loans
Lewis and Clark Library
120 S. Last Chance Mall
Helena, Mt 59923

For:
Charlie Meek

Book author OR periodical title, vol., pages, and date.
Mother Earth News
67:120-2 J/Feb 1981

Book title, edition, place, year, series OR periodical article, author, title.
Top 10 pronuclear arguments...answered. by J. Gofman

Verification: RG 41:120 March 1981-Feb 1982; Moncat fiche #234

Please send if loan or photocopy fee is less than $ $3.50

Routing Sequence: Date Request Rec'd: Action Taken:

1. Mt
2. Mt_{HC}
3. MtMc
4. MtGl

If you cannot fill, please ROUTE to next numbered location.

Request complies with ☐ CCG or ☒ CCL AUTHORIZING LIBRARIAN: Lou Steward

INTERLIBRARY LOAN REQU
MONTANA

Lending Library Address:

Date sent:
Date due:
Charges:
Date received:
Date returned:
NOTES:

Notes:
Local libraries checked first.

Request for photocopy, so copyright box is marked.

Verification of journal article as well as verification and location of journal title.

Librarians should consider omitting personal names from "for" statement to respect user's privacy.

Sample of completed interlibrary loan as sent via electronic mail (ie. Apple to Apple or Ontyme II)

6-6-84

Send To:
Glasgow City-County Library
408 3rd Ave. S.
Glasgow, MT 59230

For: Kate Astrophe

Crozier, Alice C

The Novels of Harriet Beecher Stowe.
Oxford Univ Press, 1969 LC 73-083010

Ver Moncat fiche #47

Please send if loan or photocopy fee is less than $5 00

Routing Sequence	Date Rec'd	Action Taken
1.Mt 813.3 Cro		
2.MtBil 813.3 C		
3.MtBuM PS2957.C7		

If you cannot fill, please ROUTE to next numbered location

Auth Lib Val N Tine

Note:

Include all elements of the printed form when sending via electronic mail.

Sample of completed interlibrary loan form as received by borrowing library from lending library

Date: 2/15/85 Deadline date: 4/3/85

Send to:
Interlibrary loans
Dawson Community College Library
300 College Drive - Box 421
Glendive, Mt 59330

For: RQ #124

Book author OR periodical title, vol., pages, and date.
U.S. Congress. Senate. Select committee on Indian Affairs

Book title, edition, place, year, series OR periodical article, author, title.
Montana water rights: hearings before the select...
1979. 80-600917

Verification: Moncat fiche #545'
Selected Water Resource Abstracts 10(14):43 July15,1977

Please send if loan or photocopy fee is less than $ 5.00

Routing Sequence:

		Date Request Rec'd:	Action Taken:
1.	MtBil 346.730432 United@MONTANA	2/17/85	non-circulating copy only Sent 2/x/85
2.	Mt-L KFM9446.A2I4 1979	2/19/85	
3.	MtK 333.339 U.S. @ MONTANA		
4.			

If you cannot fill, please ROUTE to next numbered location.

Request complies with ☐ CCG or ☐ CCL AUTHORIZING LIBRARIAN: D. Tome D Tome

INTERLIBRARY LOAN REQUES
MONTANA

Lending Library Address:

Date sent: 2/19/85
Date due: 3/9/85
Charges:
Date received: 2/25/85
Date returned:
NOTES:

Notes:

Call numbers may be clue to loanable or not. Reference or Montana collections may not be loanable.

First location was closer but non-circulating copy so mailed on to second location.

VI. ROUTING AND LOAD LEVELING TECHNIQUES

These techniques allow the borrowing library to select lending libraries in such a way as to avoid over-using certain libraries. It is especially important to remember that using GOOD JUDGEMENT is the best method of load leveling.

A. Use local locations first.

B. Use known locations before assumed locations. For example - User says item is at MtBC but upon checking Moncat you find the only locations to be MtU and MtBuM. It is best to go to either MtU or MtBuM before going elsewhere. Another example - User wants a mining manual. You know MtBuM is a good bet for mining materials but if on the Moncat you find holdings listed for Mt, then go to Mt not MtBuM.

C. Federation Headquarters can be first option for public libraries.

D. Use in-state locations first, then out-of-state.

E. Use like library first when going out-of-state, but avoid overloading certain libraries. Public libraries can go to other public libraries first if available, but be sure to spread the load.

F. Choose smaller (less used) not always bigger libraries.

G. Even out the load. Don't always let things like the following determine your choice:

1. Speed of service.
2. Method of transmission, ie e-mail.
3. Quality of service.
4. Charges involved.
5. Number of envelopes needed.

H. "Clearing the state" is an important issue for Montana libraries. Out-of-state libraries are concerned if requested item is such that it should be available closer to requesting library.

I. Routing a request is entirely at the lending library's discretion. It may choose not to route it for you because it may be easier to fold your request form, drop it in a window envelope and return it to you than it is to type the next location's address on an envelope. So watch your return requests mail carefully. It may have gone to only one of your locations. If so just address a new envelope for the next location and send the request out again. Most libraries in the WLN network do route for you, but occasionally, some will not.

J. If a library places the Moncat fiche in non-library sites, such as banks or businesses, interlibrary loan requests should always be sent to the local library before being forwarded to the holding library. The local library is responsible for checking local resources first and for being accountable for the loan process between libraries.

VII. REPORTS

Reports are information on your request supplied by libraries on the routing list that tell you the status of the request.

The types of reports that you may receive are:

1. Reports that tell you the item you requested is on the way.

2. Reports that tell you your request cannot be filled by lending library because the item is not available. These types of reports include:
   - Item is not on file (NOF).
   - Item is not on shelf (NOS).
   - Item is missing.
   - Item is in use.

3. Reports that tell you the item you requested is not available right now but the lending library has placed a reserve on it and will send when it is available.

4. Reports that tell you that your request was referred to another library.

5. Reports that tell you that your request can be referred on to another library.

6. Reports that tell you there is something wrong with your citation and thus the item can not be supplied.

Watch reports carefully because the information may be abbreviated almost beyond recognition, such as NOS. See the list of standardized interlibrary loan responses in appendix D.

Be aware that some reports indicate that the request is still in an active mode (has been referred) and other reports indicate that the request is dead unless you initiate new action on it (missing report).

Watch for bills attached to item or report. Make sure address where payment should go is available on report or invoice somewhere.

VIII. RESPONSIBILITIES OF BORROWING LIBRARIES

The borrowing library has the obligation to develop its own collection and evaluate its interlibrary loan requests accordingly. The availability of interlibrary loan does not relieve any library of the responsibility for developing its own collection according to the needs of its community and of the clientele to which it is responsible. A borrowing library should evaluate requests to determine if they are best served through interlibrary loan or by some other method such as direct purchase, substitution, referral of patron to another location.

Fill out the interlibrary loan request form as completely as possible. Be sure essential bibliographic elements as well as your complete mailing address is on the form. Be sure to include a mailing label with your request form.

Unless requested by lending library, no acknowledgement of receipt is necessary. If there is undue delay in receipt of a requested item, notify the lending library so that a search may be initiated.

Be alert to the need for special viewing equipment. Try to anticipate and advise lending library if you cannot use certain formats or if you want hard copy only.

See Interlibrary Loan Policies Directory for possible charges. Try to anticipate any charges and indicate on the initial request what is authorized.

Return materials on time. Honor lending library's return date. Explain to your users that loan periods are set by lending libraries to meet the needs of their users yet still give us the chance to borrow the material for them. Renewals and/or overdue books cause extra work for lending library. Request renewal(s) as little as possible. If you must renew, Ask for a renewal at least five days before book is due back. Be sure to include on your renewal request the date due, call number and author, title of item.

Provide return mailing labels for your library. Comply with any special instructions from the lending library, ie. insurance, no padded mailing bag.

Avoid unusual or unnecessary access. Using the most routine access causes the least amount of disruption for the lending libraries. For example avoid unnecessary phone calls. Phone calls, nonstandard interlibrary loan forms and other non-routine access tend to put unnecessary burden on lending libraries.

IX. RESPONSIBILITIES OF LENDING LIBRARIES

A lending library may decide in each case whether a particular request will be filled with the original, or if not, whether a photocopy will be made available.

If item requested is not available for loan within five (5) working days, the request should be sent on to the next holding library, or returned to the borrowing library.

EXCEPT

If you are the only or last location and the item requested will not be available within five working days, reserve it if possible and notify borrowing library.

Please DO NOT place a reserve on an item if you are sending the request to the next holding library.

Do not send non-requested format without prior notice unless you know that the borrowing library is aware of format.

Make your fee schedule available to libraries. Inform borrowing library and get authorization before processing request(s) that will generate costs.

Indicate loan period. Consider stating it as "x" weeks from date of receipt to accommodate vagaries of postal service.

Absorb nominal costs of postage and insurance wherever possible.

Make sure your materials are clearly marked with your ownership markings so borrowing library can return to correct library even if the paperwork is missing.

X. OTHER HELPFUL TIDBITS

Borrowers should watch for reference, genealogical, and other potentially non-circulating items. List names or pertinent data to be searched and photocopied at the outset. Don't forget your cost statements.

Watch ownership very carefully. Return books to the proper location. Common errors are made for MtU and MtBC materials. Look at the forms in the books before mailing them back.

When opening mail, do not discard envelope or the jiffy bag until you have noted that the item is identified adequately. Also note if postage charge is levied and then get postage cost from package and write it on the form.

Padded mailing bags (e.g. jiffy bags) should not be overfilled as they tend to burst on impact. Also, they are unsuitable for sharp cornered books or those in poor condition.

If you include any written message inside the package, indicate "first class letter enclosed" on outside and include cost of first class letter when figuring total postage rate for the whole package.

Librarians should remember that library mateials can be mailed at a special postage rate, known as library rate. Library rate as of February 17, 1985 is 40 cents for the first pound and 4 cents each additional pound through 7 pound and 8 cents each additional pound through 70 pounds. Library rate mail is not considered priority mail in the sense of first class mail, but delivery is usually fairly reasonable. If your user has a valid rush need you should consider first class mail or some special delivery mail options.

XI. NORMAL COSTS ASSOCIATED WITH DOING INTERLIBRARY LOANS

For those of you who are first time users or infrequent users of the interlibrary loan system please find below a listing of the normal types of costs one can expect from an interlibrary loan process.

Forms - all interlibrary loan requests should be typed on an interlibrary loan request form (Montana's form, ALA's form, or an electronic mail screen form). These forms cost money.

Labor - the cost of staff time in verifying the existence of a title the user wants, checking holding resources, typing interlibrary loan request forms, preparing for mailing, receiving materials, circulating them to user, returning item to lending library.

Postage - you put postage on request as it is mailed out and you may be asked by lending library to reimburse postage for mailing the item to you, plus you pay postage to return the item to the lending library. Some requests may produce additional correspondence (ie request for renewal) and each of those will require postage. Some lenders of special books require insuring their materials when mailing. Some postage will be required to route on or return requests received by you from other borrowing libraries.

Fees - the lending libraries will sometimes levy fees such as loan fee (usually flat rate per material lent - usually only in large university libraries at this time), photocopy fee, overdue fine, replacement of lost materials fee and reimbursement of postage.

Mailing supplies such as jiffy bags or other containers for mailing books, plus tape, staples, mailing labels, etc.

Communication costs other then postage would include any necessary phone calls and cost of using electronic mail for transmission of requests.

Indirect costs of interlibrary library loans.

APPENDIXES

A. Glossary of Terms Used During the Training or in the Notebook Materials.

B. Copyright Materials

C. National and Model Interlibrary Loan Codes

D. Standardized ILL Responses/Reports

E. Abbreviations of Verification/Location Tools

F. Interlibrary Loan Committee Members

G. Library Symbols for Libraries Whose Holdings Are Listed on Moncat

H. Library Symbols Used in the WLN Computer System

I. Moncat Interlibrary Loan Directory

APPENDIX A. GLOSSARY OF TERMS USED DURING THE TRAINING OR IN THE NOTEBOOK MATERIALS.

ALA - American Library Association.

CCG or CCL - The Copyright Revision Act of 1976 (Public Law 94-553) requires that this statement be included on all interlibrary loan requests when photocopy will be furnished. It is the librarian's responsibility to decide if the request more properly "adheres to copyright guidelines" (CCG) or "adheres to copyright law" (CCL). For a more detailed explanation of CCG or CCL see Appendix B.

COM - Computer output microform. The end product of a process that converts machine-readable, computer-processible digital data to human-readable textual or graphic information on microfilm or microfiche without first creating paper documents.

Call number - The notation used to identify and locate a particular book on the shelf It consists of the classification number, author number, and may include other identifying symbols.

Classification number - The number assigned to a book (or other material) to show the subject area.

Dictionary catalog - A combined catalog of author, title, and subject entries in one alphabetical arrangement. The Missoula City-County Library Catalog is a dictionary catalog. In contrast the Resource Directory and Moncat have separate alphabets for author/title/subject.

E-mail - electronic mail service such as Apple to Apple or Ontyme II.

EMS - Another term used for electronic mail service.

Holdings statement--the line or lines following the bibliographic citation for a title which gives the LC symbol and call number for each library which owns a copy of the stated title.

LC symbol - Standardized library location symbols devised by the Library of Congress. The symbols are fairly easy to remember because in most cases the components stand for the state, city, and library. Not all symbols have all of the components; for example, the Montana State Library is simply Mt, Bozeman Public Library is MtB, and the University of Montana is MtU. A list of the Montana and WLN frequently used LC symbols is included in Appendix H. A complete list is available in the publication of the Library of Congress entitled Symbols of American Libraries. 12th edition, 1980.

MARC - The acronymn for "machine readable cataloging." The standardized format for computerizing catalog records. Developed by the Library of Congress and first applied to catalog records in 1968. The WLN data base is one example of a large bibliographic file based on the MARC standard.

Machine readable records - Catalog records which are computerized. Examples are COM catalogs and the WLN data base.

Microfiche - Sheets of film ranging in size from, 3" x 5" to 6" x 8". Each sheet contains many micro-images arranged in a grid. Moncat is an example of a microfiche collection.

MONCAT - The Montana Union Catalog. See the introduction for a more complete description.

Monograph - A separate treatise or book on a single subject or class of subjects, or on one person.

NOF - Not on file.

NOS - Not on shelf.

OCLC - Online Computer Library Center (Columbus Ohio). A large computer bibliographic utility which provides several services - shared cataloging, serials control, interlibrary loan request transmission, acquisitions record-keeping. WLN and RLIN are the other major bibliographic utilities in the U.S.

OO - On order.

Periodical - Magazine - see also serial.

Protocols - Regarding interlibrary loan, these are codes or rules prescribing correct or preferred methods, or routines of accessing and using the resources and services of other libraries, usually within a network context. See ALA interlibrary loan code in Appendix C.

RD - Resource Directory - A combined holdings list for libraries in the Washington Library Network. Currently in microfiche.

RID - Record Identifier - A unique number assigned to a record on the WLN data base. Usually an LC card number, but can also be a WLN assigned number.

Serial - Any publication issued in successive parts, appearing at intervals, usually regular ones, and as a rule, intended to be continued indefinitely. The term includes periodicals, newspapers, annuals, numbered monographic series and the proceedings, transactions and memoirs of societies...

Tracings - The record on the main entry card of all the additional entries under which the title is represented in the catalog.

ULMS - Union List of Montana Serials, now a part of the WLN data base and Moncat.

Verification - The process of determining the existence of an item, using standard bibliographic tools such as Moncat, the National Union Catalog (NUC), Books in Print, the WLN data base, the RD, Readers' Guide to Periodical Literature, etc.

WAL - Will accept later.

WLN - Washington Library Network.

WLN RD - see RD.

APPENDIX B COPYRIGHT MATERIALS

Copyright Law Prompts New ILL Form

Revised Interlibrary Loan Form

The new copyright law, PL 94-553, takes effect on January 1, 1978. Since the form had to be revised to provide space for copyright representation, other changes have been incorporated. The figure shows the new form approved by the ALA Reference and Adult Services Division Board at the 1977 annual ALA Conference. The reasons for each change are explained below.

1) "Request for loan or photocopy." The title of the form has been changed. Many librarians have pointed out this form is frequently used for photoduplication requests, and the new title better reflects the use of the form. The boxes have been included to make it easier for the receiving library to sort incoming requests.

2) "Request of" has been added so that a supplying library can suggest an alternative source for the requested item.

3) "No renewals" has been added for the benefit of supplying libraries who do not wish to renew the loan of material to requesting libraries.

4) "Note: the receiving library assumes responsibility for notification of non-receipt." This was displaced by the copyright statement.

5) The lower left corner contains the language which will enable a supplying library to be assured that the requesting library is making its request in compliance with the law. A complete explanation of this language and how to use it is contained in the following document.

6) "If non-circulating . . ." The language is changed for clarification.

7) "ISBN, or ISSN, or LC card, or OCLC, or other number, if known" has been added because of the increasing use of numerical identification for specific bibliographic items. Unless mandated by local convention, it is not essential to include this information, but provision of this identification may speed delievry.

8) The revised language, "verified in: OR: item cited in" attempts to clarify what information is sought. "Verified in" means that the accuracy of the bibliographic information in a citation has been checked in a source such as NUC. The source should be listed. If the citation cannot be verified in a bibliographic source, the requesting library should record the publication in which the patron found the citation.

9) The lines for author and title have been changed to clarify the language. Parentheses have been removed because they tend to suggest that the information requested in parentheses is secondary information. The word "year" was changed to "date" in the periodical title line to encourage recording the actual date if known. In the book line the word "year" was substituted for the word "date." The word "series" was included because of its bibliographic importance.

10) "Not needed after" has been added for guidance to the supplying library in the case of protracted delivery.

11) "Requester's order no." This is essential in the billing procedures of many photo duplication centers.

Copyright Representation on the National Interlibrary Loan or Photocopy Request Form*

The form used to request a loan or photocopy of an item from another library has been modified to facilitate conformity with the Copyright Revision Act of 1976 (PL 94–553) and the guidelines which are intended to provide assistance in the application of the law. The sections of the law which relate to copies that may be requested by using the interlibrary loan or photocopy request form are sections 107 and 108.

Two sets of guidelines related to section 107 may have application to interlibrary loan transactions. These are the 'Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions" and the "Guidelines for Educational Uses of Music." The guidelines which relate directly to interlibrary loan are the "Guidelines for the Proviso of Subsection 108(g)(2)" which were developed by the National Commission on New Technological Uses of Copyrighted Works (CONTU).

The requesting entity (borrowing library) is responsible for making sure that the request conforms to the copyright law and the accompanying guidelines. To assure the supplying entity (lending library) that the request does so conform, the requesting library must check one of the two boxes provided in the lower left corner of the paper form or include one of the corresponding codes, CCG (Conforms to Copyright Guidelines) or CCL (Conforms to Copyright Law), in the electronic transmission of the request. Unless one of these boxes is checked or one of the codes is included, the supplying entity may refuse to fill the request.

A check in the first box or transmission of the code "CCG" means that the request is in conformity with the CONTU "Guidelines." Requesting libraries should bear in mind that the "Guidelines" apply *only* to materials described in Subsection 108(d) of the law, i.e., an article or other contribution to a copyrighted collection or periodical issue or a small part of any other copyrighted work. A check in the second box or transmission of the code "CCL" means that the request is legitimate because it is authorized elsewhere in the copyright law.

☐ 108(g)(2) Guidelines (CCG)

The first box should be checked by the requesting entity, or the code "CCG" included in transmission of the request, under the following circumstances:

1) When the requesting entity has observed the quantitative restrictions set forth in guideline #1, or

2) When the requesting entity has in force or has entered an order for a subscription to a periodical (See "Guidelines" #2a) or has entered an order for a copy of any other copyrighted work (See "Guidelines" #2b), or

3) When the requesting entity owns the material to be copied and would have been able, under the provisions of Section 108 of the law to supply the requested copy from materials in its own collection had such materials been reasonably available (see "Guidelines" #2b).

☐ Other Provisions of Copyright Law (CCL)

This box should be checked by the requesting entity, or the code CCL included in transmission of the request, whenever a copy of material in the public domain is requested or the request for a copy is sanctioned under parts of the law other than Subsection 108(d) as qualified by 108(g)(2) and its interpretive guidelines. This box should be checked under the following circumstances:

A. When the requested copy becomes the property of the user:

1) If the request is for an entire work or substantial part of a work where the requesting library has determined that a

*This is the form which transmits a request *from one library to another*, not the form which the *user* fills out to request materials. The latter form must include a warning of copyright in accordance with requirements that the Register of Copyright shall prescribe by regulation. (See PL 94–553, Subsections 108(d)(2) and 108(e)(2).)

ISBN 0-8389-5529-0

☐ Borrowing Library
Fill in left half of form including both library addresses in full

Fold here

Send sheets A, B and C to lending library, and enclose shipping label

8
7
Lending Library 6

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

rev. 6/77

Date of request: | 10 Not needed after: | 11 Requester's order no.

Call No.

For use of | Status | Dept.

Book author: OR: periodical title, vol. and date

9

Book title, edition, place, year, series: OR: periodical article author, title, pages. ☐ This edition only.

Verified in: OR: item cited in

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*
5

AUTHORIZED BY: _____
(FULL NAME) Title _____

1
Request for ☐ **LOAN** or ☐ **PHOTOCOPY**
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SENT BY: ☐ Library rate ☐ _____
Charges $ _____ Insured for $ _____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of 2 _____

Estimated Cost of: ☐ Microfilm _____
☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $ _____ Insured for $ _____

RENEWALS: ☐ No renewals 3
Requested on _____
Renewed to _____
(or period of renewal)

Note. The receiving library assumes responsibility for notification of non-receipt 4

This four-part ILL form, approved by RASD at the 1977 ALA conference, may be ordered from library supply houses before the new law takes effect on Jan. 1.
The numbers are explained on the opposite page.

copy cannot be obtained at a fair price (See Subsection 108(e));

2) If the request is for a copy of book or periodical material made for a teacher in conformity with the "Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions" or for copying of music under the "Guidelines for Educational Uses of Music";

3) When the requesting library believes, because of the circumstances of the request, that the reproduction and distribution of the copy is a "fair use" (See Section 107 for four statutory tests to determine whether a given reproduction is or is not a "fair use.");

4) When the requested photocopy is a copy of the kind of material described in 108(d) but published earlier than five years prior to the date of the request and, therefore, not covered by the "Guidelines";

5) When the requested material is not subject to the reproduction rights granted by Section 108 (i.e., is a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work dealing with news), but the requesting library believes that, because of the circumstances of the request, the reproduction and distribution of the copy would be a "fair use" (See Subsection 108(d) for limitation of Section 108. See Section 107 for four statutory tests to determine whether a given reproduction is or is not a "fair use.")

B. When the requested copy becomes a part of the collection of the requesting library:

1) If the request is for a facsimile copy of a published work requested solely for replacement of a damaged, deteriorating, lost, or stolen copy of a work and the requesting library has determined, after reasonable investigation, that an unused replacement is unavailable at a fair price (See Section 108(c));

2) Where, because of the circumstances of the request, the requesting library believes that the reproduction and distribution of the copy would be a "fair use" (See Section 107 for four statutory tests to determine whether a given reproduction is or is not a "fair use.")

Sources

The Copyright Revision Act of 1976 (PL 94–553), Sections 107 & 108, reprinted in *AL*, May, pp. 250–51.

The "Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions" originally appeared in the House Judiciary Committee report (H. Rept. 94–1476), reprinted with corrections in *AL*, November, p. 611.

The "Guidelines for Educational Uses of Music" originally appeared in the House Judiciary Committee report (H. Rept. 94–1476), reprinted with corrections in the *ALA Washington Newsletter*, Nov. 15, 1976.

The "Guidelines for the Proviso of Subsection 108(g)(2)" originally appeared in the House Judiciary Committee report (H. Rept. 94–1476), reprinted in *AL*, November, p. 610.

All these documents appeared in the Nov. 15, 1976, issue of the *ALA Washington Newsletter*, now available as *The Librarian's Guide to the New Copyright Law*. Copies may be ordered ($2 each) from: Order Department, American Library Association, 50 East Huron, Chicago, IL 60611. Please enclose check or money order payable to the American Library Association.

Postscripts on Copyright

Watch *American Libraries* for these copyright pointers now being prepared:

- The Copyright Office's specific "warning of copyright" which must be displayed wherever copying orders are accepted, and included on each local order form.
- A recommended notice to post on copying machines warning users that making a copy may violate the law. A library is not liable for unsupervised use of reproducing equipment provided the machines display such notices.
- A recommended notice of copyright that must go on any copyrighted work that is reproduced or distributed.
- A recommended record retention policy for interlibrary loan departments in line with the CONTU guidelines. □

Guidelines: Records of Interlibrary Photocopying Requests

After revising the Interlibrary Loan form to provide space for copyright representation (AL, Oct., pp. 492B-C), the Interlibrary Loan Committee of ALA's Reference and Adult Services Division prepared the following Records Maintenance and Retention Guidelines for interlibrary loan departments:

This statement deals only with recommended Record Maintenance and Retention Guidelines. Interlibrary Loan librarians have a responsibility to familiarize themselves thoroughly with the provisions of the Copyright Revision Act of 1976 (PL 94–553), particularly Sections 107 and 108, and the provisions of the guidelines drafted by the National Commission on New Technological Uses of Copyrighted Works (CONTU). Guideline #4 states:

> "The requesting entity shall maintain records of all requests made by it for copies or phonorecords of any materials to which these guidelines apply and shall maintain records of the fulfillment of such requests, which records shall be retained until the end of the third complete calendar year after the end of the calendar year in which the respective request shall have been made."

Most libraries already keep some kind of record of *all* interlibrary loan requests. That record should continue. However, it must be supplemented by the kind of record described below *for certain kinds of requests.* (See Subsection 108(d) of the law and CONTU Guideline #1).

1. Form of record

It is recommended that records for periodicals be kept by title. Two possibilities seem workable: 1) a copy of the ALA Request for Loan or Photocopy form, a copy of the teletype request, or other record could be kept; or 2) a card could be set up for each title requested containing essential information including whatever is necessary to link this card to the library's file of request forms.

Note: A library may choose one of these methods or develop its own. Whatever is done it is essential that the library keep a file of requests for these materials, that the file be accessible by title, and that the date of the request be noted.

2. Creation of Record

a. For periodical material: Beginning on Jan. 1, 1978, when a request is made for a copy of an article or articles published in a copyrighted periodical *within five yeors prior to the date of the request*, the library will either: a) set up a card for the title of that periodical or b) enter a copy of the request form in a file of forms arranged by title. If a card is set up it should include the date of the request and either the name of the requester or the requester's order number so that reference may be made to the complete form if necessary. All later requests for the same periodical title will be recorded in like manner.

b. For material in any other copyrighted work: Beginning on Jan. 1, 1978, when a request is made for a contribution to a collection or for a small part of any copyrighted work, the library will follow procedures based on those described above. The record may be kept by title or main entry.

3. Use of Record

a. Making requests: Before requesting a photocopy, the record will be checked. If a library is using the card system and no card exists, one will be created. If a card does exist, and the number of previous requests filled complies with the CONTU Guidelines, the date and name of requester will be entered. If a library is using the copy system and the number of previous requests complies with the CONTU Guidelines, the request will be made and a copy filed.

b. Receiving material: When a request is filled, this will be noted on the card or copy. If a request is not filled, a line will be drawn through the entry on the card or the copy will be marked "not filled."

4. Contingencies

When a request is made for loan of material rather than a copy, but the supplying library sends a photocopy, a record will be made either by marking on a card or by filing a copy of the form, at the time the material is *received.*

5. Retention of Records

a. Items in this file of cards or copies of forms must be kept until the end of the third complete calendar year after the end of the calendar year in which a request shall have been made. Thus, for a request made on any date in 1978, the record must be retained until Dec. 31, 1981.

b. If a library uses the card method, copies of the form on which an interlibrary loan has been requested must also be kept, in whatever order the library wishes, until the end of the third complete calendar year after the end of the calendar year in which a request is made.

c. Information contained in the records should be summarized before records are destroyed. The summary may be useful for the five-year review mandated by Subsection 108(i) of the copyright law as well as for internal management purposes. Suggestions for the form of the five-year review summary will be made at a later time.

American Library Association, Reference and Adult Services Division, Interlibrary Loan Committee, September 1977.

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LIBRARIAN'S GUIDE TO THE
NEW COPYRIGHT LAW

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AMERICAN LIBRARY ASSOCIATION

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On October 19, 1976, the bill for general revision of the copyright law (S. 22) was signed by the President and became Public Law 94-553. This marks the first major revision of the laws governing intellectual property in this country since 1909. Title 17 of the United States Code is amended in its entirety by PL 94-553. Effective date of new law: January 1, 1978.

BRIEF HIGHLIGHTS OF NEW COPYRIGHT LAW

The new law becomes effective January 1, 1978 and is generally not retroactive. Exceptions include sec. 118 (noncommercial broadcasting), 304(b) (subsisting copyrights) and Chapter 8 (Copyright Royalty Tribunal) which take effect immediately.

Copyright duration is extended to the life of the author plus 50 years.

This brings U.S. law into conformity with international practice and represents a fundamental change from the maximum 56-year duration (two 28-year terms) of present U.S. law which has been based on a system enacted by the English Parliament in 1710. Under the new law, 50 years after an author's death all his or her works copyrighted after 1977 fall into the public domain at once. The Register of Copyrights is to maintain current records relating to the death of authors of copyrighted works. When the new law becomes effective January 1, 1978, existing copyrights under the old system will be extended to span a total term of 75 years, automatically in the case of copyrights already renewed for a second term, but only if renewed in the case of first-term copyrights. (sec. 302)

Fair use doctrine is given statutory recognition for first time.

Traditionally "fair use" has been a judicially created limitation on the exclusive rights of the copyright owner, developed by the courts because the 1909 copyright law made no provision for any kind of copying. Generally speaking, fair use allows copying of a limited amount of material without permission from, or payment to, the copyright owner where the use is reasonable and not harmful to the rights of the copyright owner. (sec. 107)

Federal copyright law is extended to unpublished works.

Instead of the dual system of protection of works under state common law before they are published and under federal law after publication, the new law establishes a single system of statutory protection for all works whether published or unpublished. (sec. 301)

Old system of common law copyright is pre-empted.

The new copyright law pre-empts and abolishes any right under state common or statutory law that comes within the scope of the federal copyright law (except for rights in pre-1972 sound recordings which are covered by state statute or common law until 2047). (sec. 301)

Manufacturing clause is to be repealed.

The manufacturing clause which grants U.S. copyright to English language books and periodicals by American authors only if printed in the U.S. is to be repealed on July 1, 1982. Canada is exempted from the manufacturing clause as of January 1, 1978. (sec. 601)

Copyright liability is extended to two previously exempted groups -- cable television systems, and the operators of jukeboxes. Both will be entitled to compulsory licenses. (sec. 111, 116)

A five-member Copyright Royalty Tribunal is to be established to review royalty rates and settle disputes among parties entitled to several specified types of statutory royalties (in areas not directly affecting libraries). (sec. 801)

An American Television and Radio Archive is to be established in the Library of Congress.

LIBRARIAN'S GUIDE TO THE NEW COPYRIGHT LAW

Introduction

This paper is intended to provide librarians and media specialists with an introduction to the new copyright law which takes effect January 1, 1978. It begins with a brief overview of how the law is organized, and follows with a suggested approach to determining how the new law might affect your library. It is essential that librarians become familiar with the library-related provisions of the new law before its 1978 effective date and evaluate current practices in the light of such provisions. The purpose of this paper is to assist you in this task.

It is important to understand at the outset that the new copyright law does not set up licensing or royalty schemes for library copying. It states the kinds of copying libraries can do without such schemes. Agencies such as the National Commission on New Technological Uses of Copyrighted Works (CONTU) and the National Commission on Libraries and Information Science (NCLIS) are studying possible licensing and royalty systems which might be recommended in the future for use with major library reproduction not authorized by the new law. CONTU has until December 31, 1977 to complete its work which includes in addition to library photocopying a study of the copyright implications of computer and other automatic systems dealing with information storage, processing, retrieval or transfer.

How the Law is Organized

The seemingly formidable job of comprehending the new copyright law is made somewhat easier by a general understanding of how it is organized. It is important to know, for example, that the exclusive rights of the copyright owner stated in section 106 are limited by the provisions of sections 107-118. A brief guide to some of the law's numerical sections follows:

Sections	
*101	basic definitions of terms used throughout
*102-104	works protected by copyright
*105	U.S. government works excluded
+*106	exclusive rights of copyright owner
+*107	right of fair use
+*108	reproduction by library or archives
+*109	effect of transfer of a particular copy
+*110	performances and displays for nonprofit purposes
*111	secondary transmissions
*112	ephemeral recordings
*114	sound recordings (scope of exclusive rights)
+*117	computers and similar information systems
+*118	noncommercial broadcasting
301-305	duration of copyright
401-406	notice of copyright
501-506	copyright infringement
+*504	innocent infringement by libraries
507	statute of limitations
601	manufacturing clause
+*602(a)(3)	importation of copies by libraries
710	Library of Congress reproduction for blind & handicapped
810	copyright royalty tribunal

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*indicates that the statutory language of this section is included in Appendix I and +indicates relevant congressional report language is included in Appendix II. Sections not marked with asterisk (*) or plus (+) are not included in this paper.

Suggested Approach to Copyright Law

For the library that wishes to exercise all its rights under the new copyright law, there are no easy clearcut answers applicable across the board to questions of what may be copied and what may not. To determine how the new law may affect current practices in your library, the following, at a minimum, should be considered (numbers refer to sections in the law):

- works protected by copyright (sec. 102-105)
- exclusive rights of copyright owner (sec. 106)
- right of fair use (sec. 107)
- library copying authorized (sec. 108)
- library copying not authorized by new law (sec. 108 (g))
- importation of copies by libraries (sec. 602(a)(3)

Works Protected by Copyright

Copyright protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works, and sound recordings. (sec. 102)

Unpublished works by U.S. and foreign authors are protected by the new copyright statute, as are published works by U.S. authors. The published works of foreign authors are subject to copyright under certain conditions, including coverage under national treaties such as the Universal Copyright Convention. (sec. 104)

U.S. government works are excluded. The new law does not change the basic premise of prior law that works produced for the U.S. government by its officers and employees are not subject to copyright. (sec. 105)

There is no outright prohibition against copyright in works prepared under government contract or grant. Both House and Senate Judiciary Committee reports on the copyright bill state: "There may well be cases where it would be in the public interest to deny copyright in the writings generated by Government research contracts and the like; it can be assumed that, where a Government agency commissions a work for its own use merely as an alternative to having one of its own employees prepare the work, the right to secure a private copyright would be withheld. However, there are almost certainly many other cases where the denial of copyright protection would be unfair or would hamper the production and publication of important works. Where, under the particular circumstances, Congress or the agency involved finds that the need to have a work freely available outweighs the need of the private author to secure copyright, the problem can be dealt with by specific legislation, agency regulations, or contractual restrictions."

Exclusive Rights of Copyright Owner

Section 106 states the exclusive rights of copyright owners. The five fundamental rights are the rights (1) to reproduce the work in copies or phonorecords, (2) to prepare derivative works (new versions), (3) to distribute copies or phonorecords publicly, (4) to perform the work publicly, and (5) to display the work publicly.

It is important to understand that there are significant limitations to the exclusive rights stated in sec. 106. These limitations are stated in sections 107 through 118, and several of them are discussed at some length in this paper.

The Right of Fair Use (sec. 107)

Traditionally, "fair use" has been a judicially created limitation on the exclusive rights of the copyright owner. It was developed by the courts for purposes of defense in litigation, because the 1909 copyright law made no provision for any kind of copying, but it was generally agreed that at least some kinds of copying were fair and should be permitted. It is difficult to define what constitutes fair use. The Register of Copyrights put it this way before the House Judiciary Committee in 1975:

"It is conceded that 'fair use' is not susceptible of exact definition. Generally speaking, however, it allows copying without permission from, or payment to, the copyright owner where the use is reasonable and not harmful to the rights of the copyright owner."

The new law codifies the fair use doctrine in general terms. The statute refers to purposes such as criticism, comment, news reporting, teaching, scholarship, or research, and it specifies four criteria to be considerd in determining whether or not a particular instance of copying or other reproduction is fair. The statutory criteria (sec. 107) are:

(1) the purpose and character of the use, including whether such use is of a commerical nature or is for nonprofit educational purposes;
(2) the nature of the copyrighted work;
(3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
(4) the effect of the use upon the potential market for or value of the copyrighted work.

Depending upon the circumstances, fair use might cover the making of a single copy or the making of multiple copies. For example, the statute specifically states that multiple copying for classroom use may fall within the category of fair use copying. In deciding whether any particular instance of copying is fair use, one must consider the statutory fair use criteria.

Two sets of guidelines have been developed by educators, publishers, and authors, which provide some indication of what various parties thought at least minimally reasonable. These guidelines do not appear in the statute but are included in the House Judiciary Committee report on the copyright bill. They are Guidelines for Classroom Copying in Not-for-Profit Educational Institutions, and Guidelines for Educational Uses of Music. (See Appendix II, sec. 107 for guidelines and explanatory material on fair use in general.)

Library Copying Authorized by Sec. 108

In addition to copying that would fall within the fair use section of the statute (discussed above), certain types of library copying which may not be fair use are authorized by sec. 108. In approaching sec. 108, it is important to understand that the specific types of library copying authorized in 108 in no way limit the library's fair use right. (sec. 108(f)(4))

Limitations and conditions exist with respect to each type of library copying specified in sec. 108. These are summarized on the following pages (see Appendix I and II for more information).

First, in sec. 108 there are general conditions and limitations set out in sec. 108 (a) which apply to the various kinds of copying authorized in the rest of the section. These general conditions are summarized as follows:

> Sec. 108 (a) states the general conditions applicable to all types of copying authorized in sec. 108. They are summarized below (full text in Appendix I):
>
> (1) the copy is made without any purpose of direct or indirect commercial advantage;
> (2) the collections of the library are open to the public or available not only to researchers affiliated with the library but also to other persons doing research in a specialized field; and
> (3) the copy includes a notice of copyright.

The status of special libraries in profit-making institutions with respect to the criterion "without direct or indirect commercial advantage" in sec. 108 (a) (1) above is clarifed in the House Judiciary Committee report and in the conference report: it is the library or archives within the institution that must meet the 108 (a) criteria, and generally not the institution itself. See 108 (a) in Appendix II for clarifying statements on special libraries.

Second, in addition to the general conditions of sec. 108 (a) set out above, it is possible that a library's own contractual obligations with a publisher or distributor might limit copying that otherwise would be authorized by sec. 108. By the same token, the limited types of copying authorized by sec. 108 could be augmented if the library and publisher agreed at the time of purchase that additional copying could be done. (sec. 108(f)(4))

> Possible Contractual Limitations on Sec. 108 Copying
>
> Sec. 108 (f) (4) states that the rights of reproduction granted libraries by sec. 108 do not override any contractual obligations assumed by the library at the time it obtained a work for its collections. In view of this provision, librarians must be especially sensitive to the conditions under which they purchase materials, and before executing an agreement which would limit their rights under the copyright law, should consult with their legal counsel.

In general, sec. 108 authorizes under certain circumstances the making of a single copy of an entire work, and under other circumstances the making of a single copy of an article or small excerpt for a library user. Each type of copying is summarized below:

Single Copy of Entire Work

Archival reproduction of an unpublished work. Sec. 108 (b) authorizes the making of a single copy of an entire unpublished work for purposes of preservation and security, or for deposit for research in another library, if the copy is currently in the collections of the first library.

Replacement of damaged or stolen copy. Sec. 108 (c) authorizes the making of a single copy of an entire work for the purpose of replacing a copy that is damaged, deteriorating, lost or stolen, if the library has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price.

Out-of-print works. Sec. 108 (e) authorizes the making of a single copy of an entire work from the library's own collections or from another library, if it has been established, by a reasonable investigation, that a copy cannot be obtained at a fair price. The scope and nature of a reasonable investigation will vary according to the circumstances of the particular situation.

> For more information on the conditions under which libraries may make a copy for archival, replacement, or out-of-print purposes, see Appendix I and Appendix II on 108(b), (c), and (e).

Single Copy of Single Article or Small Excerpt

The library's own collections. Sec. 108 (d) authorizes the making of a single copy of a single article or a copy of a small part of a copyrighted work in the library's collections, provided that the copy becomes the property of the user, the library has no notice that the copy would be used for any purpose other than private study, scholarship or research, and provided that the library both displays prominently at the place where copying requests are accepted, and includes on its order form, a warning of copyright in accordance with requirements the Register of Copyrights shall prescribe by regulation.

Interlibrary loan copying. Sec. 108 (d) authorizes the making of a single copy of a single article or a copy of a small part of a copyrighted work for purposes of interlibrary loan, provided that all the above conditions regarding a single copy of a single article from the library's own collections are met, and further provided (by sec. 108(g)(2)) that requests for interlibrary loan photocopies are not in such aggregate quantities as to substitute for purchases or subscriptions. The wording of the statute places responsibility for compliance on the library requesting the photocopy and not on the library fulfilling the request. The National Commission on New Technological Uses of Copyrighted Works (CONTU) in consultation with authors, publishers and librarians, developed guidelines to assist libraries in complying with this provision.

> For text of guidelines on photocopying for purposes of interlibrary loan and for related descriptive material, see Appendix II (p. AII-22). The official title is: Guidelines for the Proviso of Subsection 108 (g) (2).

Coin-Operated Copying Machines

Sec. 108(f)(1) and (2) make clear that neither libraries nor library employees are liable for the unsupervised use of reproducing equipment located on library premises, provided that the machine displays a notice that the making of a copy may be subject to the copyright law. The library patron making the copy is not excused from liability for copyright infringement, however, if his or her copying exeeeds fair use as provided by sec. 107.

Library Copying Not Authorized by Sec. 108

With the exception of audiovisual news programs, sec. 108 does not authorize a library to make multiple copies. (The exception for audiovisual news stated in sec. 108(f)(3) allows libraries to make a "limited number of copies.") Two general types of library copying which are not clearly defined in the statute are specifically not authorized by sec. 108. Stated only in the most general terms, these types of library copying are susceptible of many interpretations.

The first is called "related or concerted reproduction or distribution of multiple copies." This so-called related or concerted copying by libraries is not authorized whether the copies are made on one occasion or over a period of time, and whether intended for aggregate use by one individual or for separate use by individual members of a group. (sec. 108(g)(1))

The second type of library copying not authorized by sec. 108 is called "systematic reproduction or distribution of single or multiple copies." Because many libraries feared that this term might be construed to preclude a wide range of interlibrary lending systems, this section of the bill was amended to make clear that whatever may be meant by the term "systematic," copying for purposes of interlibrary loan as specifically authorized by sec. 108 (d) (discussed above) would not be prohibited by sec. 108 (g) (2) so long as it does not substitute for purchases or subscriptions. The wording of the statute places responsibility on the library requesting the photocopy from another library for the use of a patron, and not on the library fulfilling the request. (sec. 108(g)(2))

Agencies such as the National Commission on New Technological Uses of Copyrighted Works (CONTU) are now studying the types of library copying not authorized by sec. 108. The National Commission on Libraries and Information Science (NCLIS) is funding a study to analyze library photocopying and conduct a feasibility test of a possible royalty payment mechanism. The results of studies such as these are expected to be available in 1977. They may form the basis of recommendations for future copyright legislation. It is important to remember that the new copyright law (PL 94-553) which takes effect January 1, 1978 does not set up any licensing or royalty payment schemes for library copying. It focuses primarily on the kinds of copying libraries can do without such schemes. It merely states in sec. 108 (g) two types of library copying that are not authorized by sec. 108.

> NOTE: Nothing in sec. 108 limits a library's right to fair use of copyrighted works. Copying not authorized by sec. 108 may be a fair use. Consult the fair use criteria of sec. 107.

Importation of Copies by Libraries

In general, the new law prohibits the importation of copies of works without the permission of the copyright holder. There are, however, certain exceptions to this general prohibition, one of which is directly related to libraries. Sec. 602 (a) (3) states that a nonprofit scholarly, educational or religious organization may import no more than one copy of an audiovisual work for archival purposes only, and no more than five copies of any other work "for its library lending or archival purposes, unless the importation of such copies or phonorecords is part of an activity consisting of systematic reproduction or distribution, engaged in by such organization in violation of the provisions of section 108 (g) (2)." See sec. 602 in Appendix I and II.

Guidelines in Relation to the Statute

The new copyright law does not provide easy answers to questions of what may be copied by a library in any given circumstance. Some guidelines have been developed to help educators and librarians comply with the law, but these do not cover all kinds of permissible copying. Libraries should consult the statute primarily and the guidelines secondarily in order to exercise fully what rights they have under the new copyright law.

Where to look first in the statute and accompanying congressional reports to determine if a copy can be made by a library or archives in a given situation:	
audiovisual news	108(f)(3)
audiovisual work other than news	107, 108(h)
book	107, 108
graphic work	107, 108(h)
instructional transmission	107, 110
motion picture	107, 108(h)
musical work	107, 108(h)
periodical article	107, 108
pictorial work	107, 108(h)
public broadcasting program	107, 118(d)(3)
sound recording	107, 108, 114
Importing copies from abroad - see sec. 602(a)(3)	

See Appendix I for excerpts from the statute, and Appendix II for the related congressional explanatory material and the text of guidelines. Guidelines on Multiple Copies for Classroom or Teaching Uses and Guidelines for Educational Uses of Music appear on p. AII-9 and AII-12 respectively, and guidelines on photocopying for interlibrary loan (called Guidelines for the Proviso of Subsection 108 (g) (2)) appear on p. AII-22.

Infringement

The foregoing sections of this paper discuss the exclusive rights of the copyright owner (sec. 106) as limited by sec. 107-118. One who violates the rights of the copyright owner as defined by sec. 106-118 is a copyright infringer. Remedies available to the copyright holder for infringement include damages (actual or statutory, the latter set by statute from $100 to $50,000), injunction, recovery of court costs and attorney's fees. There is also criminal infringement (done willfully for commercial advantage or private financial gain) subject to $10,000 fine and/or one year imprisonment.

Statutory damages are to be waived entirely for a library or nonprofit educational institution when the institution or one of its employees acting within the scope of his or her employment "believed or had reasonable grounds for believing that his or her use of the copyrighted work was a fair use under sec. 107...." (sec. 504(c)(2))

It should be noted in this context that neither the library not its employees can be held liable for infringement that may occur from unsupervised use of coin-operated copying machines located in the library provided the machines display a notice that the making of a copy may be subject to the copyright law. (sec. 108(f)(1) and (2))

APPENDIX C NATIONAL AND MODEL INTERLIBRARY LOAN CODES

NATIONAL AND MODEL INTERLIBRARY LOAN CODES

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NATIONAL INTERLIBRARY LOAN CODE, 1980[1]

Preface

The American Library Association has long advocated the sharing of resources among libraries. The first draft of "some general developmental rules for the conduct of inter-library loans" was presented at the 1912 Annual Conference. In a more recent statement in *A Commitment to Information Services: Developmental Guidelines, 1979*, the Reference and Adult Services Division recognizes the "key role of interlibrary and interagency cooperation to provide adequate information services to users." The *National Interlibrary Loan Code, 1980*, a revision of the 1968 Code, is intended to improve this cooperation between libraries, to reflect current interlibrary loan practices more accurately, and to encourage the sharing of resources in a practical and efficient manner.

It is important for libraries using this code to realize that it was designed to govern or regulate only those requests being sent outside of networks or consortia. It is the policy to be used between libraries with no other type of cooperative arrangement, either formal or informal.

Cooperation among libraries is essential to an effective national interlibrary loan system. Lending libraries must be as generous as local conditions permit and borrowing libraries must exhaust local resources before turning to national or research libraries.

Introduction

Interlibrary loan is essential to the vitality of libraries of all types and sizes and is a means by which a wide range of material can be made available to users. This code is designed primarily to regulate lending relations between research libraries and between libraries operating outside networks or consortia. It is recognized that through specific agreements, libraries organized geographically, by mutual subject interest, or other bases will have developed codes of their own. It is not the intent of this code to prescribe the nature of interlibrary lending under such arrangements. (See "Model Interlibrary Loan Code for Regional, State, Local, or Other Special Groups of Libraries.")[2]

The effectiveness of a national system of interlibrary lending is directly related to the equitable distribution of costs among all the libraries involved. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries. Requests to national and research libraries or requests beyond networks and consortia should only be made after local, state, and regional sources have been exhausted. It is understood that every library must maintain an appropriate balance between resource sharing and responsibility to its primary clientele.

This national code contains general guidelines for the borrowing and lending of library material. Details of procedures to be used in implementing the code will be found in the *Interlibrary Loan Procedure Manual* published by the American Library Association.[3] All libraries participating in interlibrary loan should have copies of this publication and should follow these recommendations. The manual also provides information on international interlibrary loan.

The Reference and Adult Services Division, acting for the American Library Association in its adoption of this code, recognizes that the exchange of material between libraries is an important element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

I. Definition

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

II. Purpose

The purpose of interlibrary loan as defined in this code is to obtain, for research and serious study, library material not available through local, state, or regional libraries.

III. Scope

A. A loan or a copy of any material may be requested from another library in accordance with the published lending policy of that library. The lending library will decide in each case whether a particular item can be provided.

B. Most libraries will not ordinarily lend the following types of materials:
   1. Rare or valuable material, including manuscripts;
   2. Bulky or fragile items that are difficult or expensive to ship:
   3. Material in high demand at the lending library;
   4. Material with local circulation restrictions;
   5. Unique material that would be difficult or impossible to replace.

IV. Responsibilities of Borrowing Libraries

A. Each library should provide the resources to meet the study, instructional, informational, and normal research needs of its primary clientele. This can be accomplished through its own collection or through local, state, or regional cooperative resource-sharing agreements. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy and for which there is no recurring demand.

B. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids. These include this code, the *Interlibrary Loan Procedure Manual*, lending policies of the major research libraries, and standard bibliographic tools and services.

C. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy.

D. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

E. Requested material must be described completely and accurately following accepted bibliographic practice as outlined in the current *Interlibrary Loan Procedure Manual*. If the item cannot be verified, the statement "cannot verify" should be included along with complete information as to the original source of the citation.

F. The borrowing library should carefully screen all requests for loans and reject any that do not conform to this code.

G. Standard bibliographic tools, such as union catalogs, computerized data bases, and other listing services,

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[1] Adopted by the Board of Directors of the Reference and Adult Services Division of the American Library Association, June 30, 1980.

[2] Copies of the "Model Interlibrary Loan Code for Regional, State, Local, or Other Special Groups of Libraries" are available in *Interlibrary Loan Codes, 1980: International Lending Principles and Guidelines, 1978* for $1.50 from Order Department, American Library Association, 50 E Huron St, Chicago, IL 60611 (ISBN 0-8389-5587-8).

[3] Thomson, Sarah Katherine. *Interlibrary Loan Procedure Manual*. Chicago: American Library Association, 1970. This manual is under revision at the present time.

should be used in determining the location of material. Care should be taken to avoid concentrating the burden of requests on a few libraries.

H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission.

I. The safety of borrowed material is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preference of the lending library.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original material will result.

K. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

V. Responsibilities of Lending Libraries

A. The decision to lend material is at the discretion of the lending library. Each Library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

B. A statement of interlibrary loan policy and charges should be made available upon request.

C. The lending library should process requests promptly. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request.

D. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

VI. Expenses

A. The borrowing library assumes responsibility for all costs charged by the lending library, including transportation, insurance, copying, and any service charges. The borrowing library should try to anticipate charges and authorize them on the original request.

B. It is recommended that nominal costs, such as postage, be absorbed by the lending library.

C. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VII. Duration of Loan

A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.

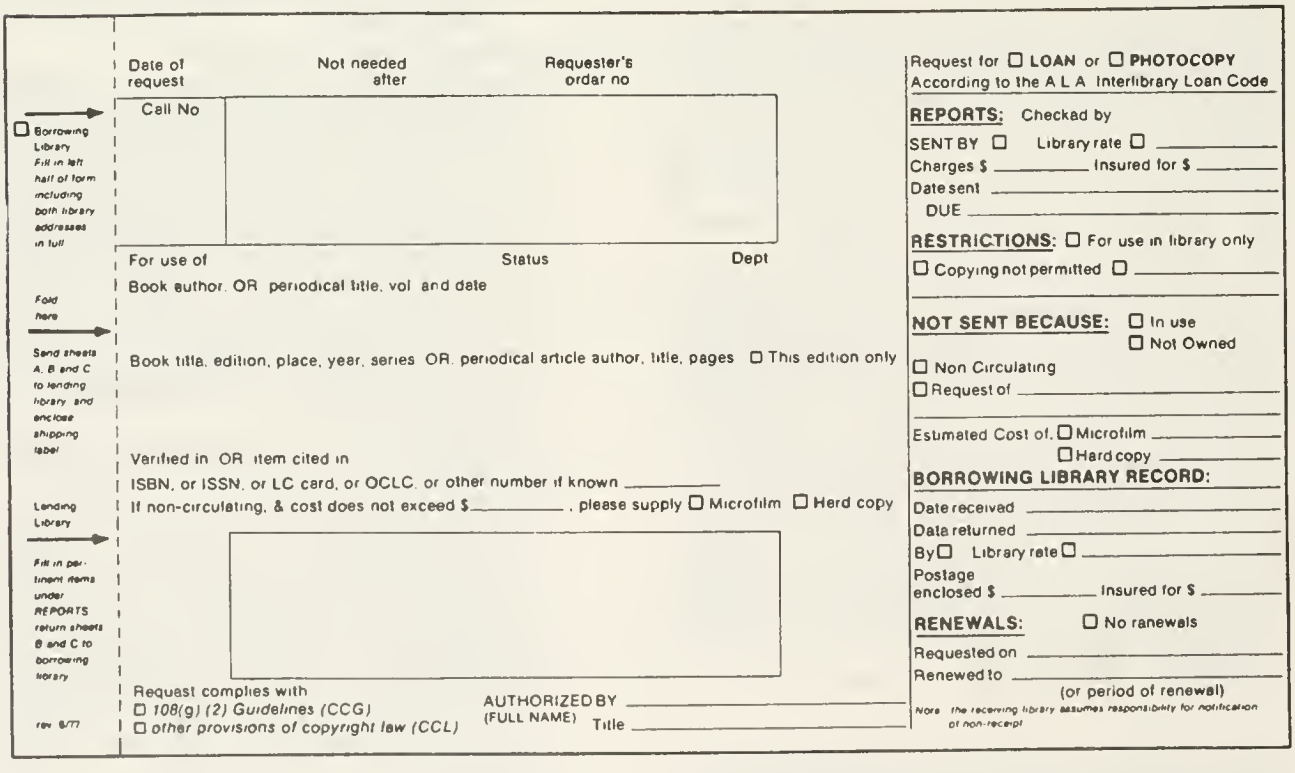
B. Interlibrary loan material should be returned promptly.

C. The borrowing library should ask for renewals only in unusual circumstances. The renewal request should be sent in time to reach the lending library no later than the date due. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan, is granted.

D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. Violation of Code

Continued disregard of any provision of this code is sufficient reason for suspension of borrowing privileges.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Send sheets A, B and C to lending library and enclose shipping label
Book title, edition, place, year, series OR periodical article author, title, pages ☐ This edition only
Verified in OR item cited in
ISBN, or ISSN, or LC card, or OCLC, or other number if known
If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy
Lending Library
Fill in pertinent items under REPORTS return sheets B and C to borrowing library
Request complies with
☐ 108(g) (2) Guidelines (CCG)
☐ other provisions of copyright law (CCL)
AUTHORIZED BY
(FULL NAME)
Title
rev 6/77
Request for ☐ LOAN or ☐ PHOTOCOPY
According to the A L A Interlibrary Loan Code
REPORTS: Checked by
SENT BY ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE
RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐
NOT SENT BECAUSE: ☐ In use ☐ Not Owned
☐ Non Circulating
☐ Request of
Estimated Cost of ☐ Microfilm
☐ Hard copy
BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $
RENEWALS: ☐ No renewals
Requested on
Renewed to
(or period of renewal)
Note the receiving library assumes responsibility for notification of non-receipt

The loan request form, as reproduced above, was revised and approved by the Reference and Adult Services Division Board of ALA at the Annual Conference, June 1977. It is available from library supply houses.

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MODEL INTERLIBRARY LOAN CODE FOR REGIONAL, STATE, LOCAL OR OTHER SPECIAL GROUPS OF LIBRARIES[1]

Preface

The *Model Interlibrary Loan Code for Regional, State, Local or Other Special Groups of Libraries* is intended to provide guidelines for any group of libraries interested in developing an interlibrary loan code to meet special needs. The Model Code, while complementing the *National Interlibrary Loan Code, 1980*,[2] allows libraries more flexibility and creativity in satisfying interlibrary loan needs in a specific situation.

The Model Code is designed to provide a framework for cooperation. Since it is recognized that most networks and consortia can be more liberal in loaning materials, the Model Code has fewer restrictions than the National Code. All libraries in a network or consortium should participate in developing an interlibrary loan code. Each section of the code should be discussed and should be expanded or modified, if necessary, for local use. The bracketed sections of the Model Code indicate specific areas where local information may be necessary. Libraries are encouraged to put as few restrictions as possible on the exchange of materials.

The use of interlibrary loan service is becoming increasingly important to libraries committed to providing a high level of service to their clientele. In *A Commitment to Information Services: Developmental Guidelines, 1979*, the Reference and Adult Services Division emphasizes the importance of considering "the needs and interests of all users, including children, young adults, adults . . . ." Interlibrary loan is a service that should be publicized and provided to all members of the library's clientele.

A strong interlibrary loan network within a local, state, or regional jurisdiction should be the primary source of interlibrary loan materials for all libraries. Only after all of these resources have been exhausted should a library request material outside of these arrangements. In making outside requests, the *National Interlibrary Loan Code, 1980*, and the *Interlibrary Loan Procedure Manual*[3] should be followed. This approach will distribute the burden of requests more equitably and provide better service for all libraries.

This code is a voluntary agreement adopted by_____

_____

[system, consortium, network, etc.] on_____[date] to govern interlibrary lending among libraries in_____

_____[metropolitan area, region, state, system, network, consortium, etc.].

Introduction

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. This code is intended to make interlibrary loan policies among those libraries adopting it as liberal and as easy to apply as possible. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. When resources within the region have been exhausted, loan requests to more distant libraries should then conform to the provisions of the *National Interlibrary Loan Code, 1980*.

I. Definition

An interlibrary loan is a transaction in which library material or a copy of the material, is made available by one library to another upon request.

II. Purpose

The purpose of interlibrary loan as defined in this code is to obtain library material not available in the local library.

III. Scope

Under the terms of this agreement, it is permissible to request on interlibrary loan any type of library material [except . . . . .].

IV. Responsibilities of Borrowing Libraries

A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.

B. Borrowing libraries should make every effort to exhaust their own resources before resorting to interlibrary loans.

C. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids including_____

_____. [List here pertinent interlibrary loan codes, interlibrary loan procedure manuals, and bibliographic tools and services.]

D. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy. Any member of the borrowing library's clientele should be eligible for interlibrary loan.

E. The borrowing library is responsible for compliance with the copyright law (Title 17, *U.S. Code*) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

F. Requested material must be described as completely and accurately as possible following accepted bibliographic practice. If an item cannot be verified, the statement "cannot verify" should be included along with information about the original source of citation. [Variations in accepted bibliographic practice may be referred to here.]

G. Requests should be routed through channels established by libraries participating in this agreement. These channels are outlined in_____. [List here specific documents outlining agreed upon channels.]

H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission. [Variations from standard interlibrary loan formats may be referred to here.]

I. The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repairs or replacement, in accordance with the preferences of the lending library.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original volume will result.

K. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

V. Responsibilities of Lending Libraries

A. The decision to loan material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

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[1] Endorsed by the Board of Directors of the Reference and Adult Services Division of the American Library Association, June 30, 1980.

[2] Copies of *The National Interlibrary Loan Code, 1980* are available in *Interlibrary Loan Codes, 1980: International Lending Principles and Guidelines, 1978* for $1.50 from Order Department, American Library Association, 50 E Huron St, Chicago, IL 60611 (ISBN 0-8389-5587-8).

[3] Thomson, Sarah Katherine. *Interlibrary Loan Procedure Manual*. Chicago: American Library Association, 1970. This manual is under revision at the present time.

B. A Statement of interlibrary loan policy should be made available upon request and should be on file in the state library [or other appropriate agency].
C. The lending library should process requests promptly. [A specific number of days for processing may be inserted here.] Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request.
D. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

VI. Expenses

A. The borrowing library should be prepared to assume any costs charged by the lending library and should attempt to anticipate charges and authorize them on the initial request. [List here any documents referring to charging policies.]
B. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VII. Duration of Loan

A. The duration of loan unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.
B. Interlibrary loan material should be returned promptly.
C. A renewal request should be sent in time to reach the lending library no later than the due date. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan, is granted.
D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. Violation of Code

Each library is responsible for maintaining the provisions of this code in good faith.

APPENDIX D STANDARDIZED ILL RESPONSES/REPORTS

Responses requiring the borrowing library to do something:

1. Will you pay_____? (Explanation: Lending library has a charge not anticipated by borrowing library.)
2. Non-circulating, can supply photocopy/microfilm at $_____.
3. Need copyright compliance.
4. Not identified as cited.
5. Need additional information. (Lending library explains what is needed to complete transaction.)

For material that might be available at a later date:

6. At bindery Request in _____weeks.
7. In use. Request in _____weeks.
8. Not yet received. Request in _____weeks.
9. Not yet cataloged. Request in _____weeks.
10. Missing . (Explanation: presumed temporarily missing.)
11. Will be available for ILL _____. (Explanation: new book; academic reserve, etc.)

For material that will never be available for loan:

12. Non-circulating. (Consider offering options: microfilm or photocopy.)
13. Not owned. (Explanation: title not owned.)
14. Volume/issue lacking. (Explanation: titled owned, part lacking.)
15. Lost.
16. Pages missing.
17. Too fragile to lend or copy.
18. Too tightly bound to copy.

For supplying additonal information use:

19. Suggest you request of _____(when other locations are known.)
20. Hold placed.
21. Cannot supply before deadline.

Lending library notes to be sent with the material:

22. For use in library only.
23. Copying not permitted.
24. No renewals.
25. High demand: return on time.

APPENDIX E ABBREVIATIONS OF VERIFICATION/LOCATION TOOLS

TITLES	ABBREV.
Abstracts for Social Workers	A Soc Work
Agricultural Index	Ag I
American Book Publishing Record	BPR
American Statistics Index	ASI
Applied Science and Technology Index	ASTI
Art Index	Art I
Bibliography of Agriculture	Bib Ag
Biography Index	Biog I
Biological Abstracts	BA
Biological and Agricultural Index	Biol Ag
Book Review Digest	BRD
Books in Print	BIP
British Books in Print	BBIP
Business Periodicals Index	BPI
Central Serials Record, University of Washington	CSR
Chemical Abstracts	CA
Chemical Abstracts Service Source Index	CASSI
Congressional Information Service	CIS
Cumulative Book Index	CBI
Cumulative Index to Nursing Literature	C I Nur Lit
Current Contents in Life Sciences	Curr Cont/LS
Current Index to Journals in Education	CIJE
Dissertation Abstracts International	DAI

Education Index	Ed I
Education Resources Information Clearinghouse	ERIC
Engineering Index	Engr I
Essay and General Literature Index	EGLI
Forestry Abstracts	For A
Forthcoming Books in Print (note: use with caution; titles listed may not have been published, or may never be published)	FC BKS
Genealogies in the Library of Congress	Gen in LC
Hospital Literature Index	Hosp Lit I
Humanities Index	Hum I
Index Medicus	IM
Index to Handicrafts	I Handi
Index to Legal Periodicals	I Leg Per
Interdok (indicate series SEMT, SSH, OR PCE)	Interdok
International Index	Int I
Irregular Serials and Annuals	Irreg Ser
Library Literature	Lib Lit
Library of Congress Catalog	LC Cat
Library of Congress. Cumulative Subject Catalog	LC Subj
Magazine Index	Mag I
Mansell see National Union Catalog, Pre-1956 Imprints	
Mental Retardation Abstracts	Mental Ret A
Monthly Catalog of U.S. Government Publications	MoCat
Montana Union Catalog	Moncat
Music Index	Mus I
National Agricultural Library Catalog	NAL Cat

National Library of Medicine Current Catalog	NLM
National Technical Information Service	NTIS
National Union Catalog, pre-1956 Imprints (Mansell)	NUC pre'56
National Union Catalog [specify year(s)]	NUC
New Serials Titles	NST
New York Public Library. United States Local History Catalog	NYPL LOC HIST
New York Times Index	NYT I
Newspapers in Microform (LC, 1973-)	NIM
Newspapers on Microfilm (LC, changed to NIM in 1973)	NOM
Newspapers on Microfilm in the Libraries of the State of Washington	WASH NOM
Oregon Regional Union List of Serials	ORULS
Pacific Northwest Bibliographic Center	PNBC
Pacific Northwest Regional Health Sciences Library	PNRHSL
Personnel Literature	Pers Lit
Peterson. Consolidated Bibliography of County History	Peterson County Hist
Pollution Abstracts	Poll A
Psychological Abstracts	Psych A
Public Affairs Information Service Bulletin	PAIS
Quarterly Cumulative Index Medicus	QCIM
Readers' Guide to Periodical Literature	RG
Recent Publications on Governmental Problems	Rec Pub Gov Prob
Resource Directory (Washington Library Network)	RD
Resources in Education (also know as the ERIC Index)	Res Ed
Science Citation Index	Sci Cit I

Social Science Index	SSI
Social Sciences and Humanities Index	SSHI
Sociological Abstracts	Soc A
Standard Periodical Directory	St Per Dir
Ulrich's International Periodicals Directory	Ulrich
Union List of Montana Serials	ULMS
Union List of Serials	ULS
United Nations Documents Index	UNDI
United States Catalog	U S Cat
United States Government Publications: Monthly Catalog	Mo Cat
United States Local Histories in the Library of Congress	Local Hist. in LC
U.S. Government Research and Developments Reports	USGRDR
Washington Library Network Resource Directroy	RD
Washington Library Network Terminal on-line access	WLN Terminal or WLN T
Washington, University of. Central Serials Record	CSR

APPENDIX F

MONTANA INTERLIBRARY LOAN COMMITTEE MEMBERS
During the Pilot Moncat Project

Tom Bremer
Montana Health Science Information Network
Renne Library, Montana State University

Kay Carey
Renne Library
Montana State University

Sheila Cates
Office of the Superintendent of Public Instruction

Lois Fitzpatrick
Carroll College Library

Dennis Fredrickson
Lewis and Clark Library

Richard Gercken, Federation Review Liaison
(left committee March 84)
Great Falls Public Library

Beth Givens
Montana State Library

Gene Robson
Parmly Billings Library

Patricia Roberts
Census and Economic Information Center
Department of Administration

Shirley Krotz
(joined committee March 84)
Glasgow City-County Library

APPENDIX G. LIBRARY SYMBOLS FOR LIBRARIES WHOSE HOLDINGS ARE LISTED ON MONCAT

SYMBOL	LIBRARY
Mt	Montana State Library, Helena
Mt-L	Montana State Law Library, Helena
MtB	Bozeman Public Library, Bozeman
MtBC	Montana State University, Bozeman
MtBil	Parmly Billings Library, Billings
MtBil-F	Montana Last Copy Fiction Depository, Billings
MtBilE	Eastern Montana College, Billings
MtBilR	Rocky Mountain College Library, Billings
MtBilSV	St. Vincent's Hospital, Billings
MtBu	Butte-Silver Bow Public Library, Butte
MtBuM	Montana College of Mineral Science and Technology, Butte
MtDiW	Western Montana College, Dillon
MtELH	Lincoln County Senior High School, Eureka
MtFhV	United States Veterans Administration Center, Fort Harrison
MtGD	Dawson Community College, Glendive
MtGl	Glasgow City-County Library, Glasgow
MtGr	Great Falls Public, Great Falls
MtGrCE	College of Great Falls, Great Falls
MtGrCH	Columbus Hospital, Great Falls
MtH	Lewis and Clark Library, Helena
MtHC	Carroll College, Helena
MtHCE	Montana Census and Economic Information Center, Helena
MtHPI	Montana Office of Public Instruction,Film Library, Helena
MtHS	Shodair Children's Hospital, Helena
MtHSP	St Peter's Hospital, Helena
MtHaN	Northern Montana College, Havre
MtHamRl	Rocky Mountain Laboratory (U.S. National Institute of Health), Hamilton
MtHi	Montana Historical Society, Helena
MtK	Flathead County Library, Kalispell
MtKF	Flathead Valley Community College, Kalispell
MtKH	Kalispell Regional Hospital, Kalispell
MtKsH	Flathead Senior High Schooll, Kalispell
MtLib	Lincoln County Free Library, Libby
MtLibH	Libby High School Library, Libby
MtLibJ	Libby Junior High School, Libby
MtMc	Miles City Public Library, Miles City
MtMcC	Miles Community College, Miles City
MtMis	Missoula City-County Library, Missoula
MtMisSP	St. Patrick Hospital, Missoula
MtMisW	Western Montana Clinic, Missoula
MtTrSH	Troy Senior High School, Troy
MtU	University of Montana, Missoula
MtWfSH	Whitefish Senior High School, Whitefish

APPENDIX H LIBRARY SYMBOLS USED IN THE WLN COMPUTER SYSTEM

WASHINGTON LIBRARY NETWORK

LIBRARY SYMBOLS USED IN THE WLN COMPUTER SYSTEM
October 1984

SYMBOL	LIBRARY
Ak	Alaska State Library, Juneau
Ak-L	Alaska Court Libraries, Anchorage
AkA	Anchorage Municipal Library, Anchorage
AkAAVS	UAITC/CIT/Audio Visual Services, Anchorage
AkAFG	Alaska Department of Fish and Game, Habitat Division Library, Anchorage
AkAS	Anchorage School District, Anchorage
AkAU	University of Alaska, Anchorage
AkBarN	North Slope Borough School District, Barrow
AkF	Fairbanks North Star Borough Library, Fairbanks
AkFr	Fort Richardson Post Library, Fort Richardson
AkFw	Fort Wainwright Post Library, Fort Wainwright
AkJ	Juneau Memorial Library, Juneau
AkJU	University of Alaska, Juneau
AkKe	Kenai Community Library, Kenai
AkPalU	Matanuska-Susitna Community College, Palmer
AkS	Kettleson Memorial Library, Sitka
AkSSD	Sitka School District, Sitka
AkU	University of Alaska, Fairbanks
AkU-M	University of Alaska, Fairbanks - Bio-Medical Library
AkV	Valdez Consortium Library, Valdez
AzKiM	Mohave Community College, Kingman
AzPhM	Maricopa County Library, Phoenix
AzPrP	Prescott College Library, Prescott
AzPrY	Yavapai College, Prescott
C	California State Library, Sacramento
CaBVa	Vancouver Public Library, Vancouver, British Columbia
Id	Idaho State Library, Boise
IdB	Boise Public Library, Boise
IdBB	Boise State University, Boise
IdCa	Caldwell Public Library, Caldwell
IdCaC	College of Idaho, Caldwell
IdIf	Idaho Falls Public Library, Idaho Falls
IdLN	Lewis-Clark State College, Lewiston
IdNN	Northwest Nazarene College, Nampa
IdTfSI	College of Southern Idaho, Twin Falls
IdU	University of Idaho, Moscow
IdU-L	University of Idaho Law Library, Moscow
Mt	Montana State Library, Helena
Mt-L	Montana State Law Library, Helena
MtB	Bozeman Public Library, Bozeman
MtBC	Montana State University, Bozeman
MtBil	Parmly Billings Library, Billings
MtBil-F	Montana Last Copy Fiction Depository, Billings
MtBilE	Eastern Montana College, Billings

SYMBOL	LIBRARY
MtBilR	Rocky Mountain College Library, Billings
MtBilSV	St. Vincent's Hospital, Billings
MtBu	Butte-Silver Bow Public Library, Butte
MtBuM	Montana College of Mineral Science and Technology, Butte
MtDiW	Western Montana College, Dillon
MtELH	Lincoln County Senior High School, Eureka
MtFhV	United States Veterans Administration Center, Fort Harrison
MtGD	Dawson College, Glendive
MtGl	Glasgow City-County Library, Glasgow
MtGr	Great Falls Public, Great Falls
MtGrCE	College of Great Falls, Great Falls
MtGrCH	Columbus Hospital, Great Falls
MtH	Lewis and Clark Library, Helena
MtHC	Carroll College, Helena
MtHCE	Montana Census and Economic Information Center, Helena
MtHPI	Montana Office of Public Instruction, Helena
MtHS	Shodair Children's Hospital, Helena
MtHSP	St. Peter's Hospital, Helena
MtHaN	Northern Montana College, Havre
MtHamRL	Rocky Mountain Laboratory (U.S. National Institute of Health), Hamilton
MtHi	Montana Historical Society, Helena
MtK	Flathead County Library, Kalispell
MtKF	Flathead Valley Community College, Kalispell
MtKH	Kalispell Regional Hospital, Kalispell
MtKsH	Flathead Senior High School, Kalispell
MtLib	Lincoln County Free Library, Libby
MtLibH	Libby High School Library, Libby
MtLibJ	Libby Junior High School, Libby
MtMc	Miles City Public Library, Miles City
MtMcC	Miles Community College, Miles City
MtMis	Missoula City-County Library, Missoula
MtMisSP	St. Patrick Hospital, Missoula
MtMisW	Western Montana Clinic, Missoula
MtTrSH	Troy Senior High School, Troy
MtU	University of Montana, Missoula
MtWfSH	Whitefish Senior High School, Whitefish
OrP	Library Association of Portland, Portland
OrPPC	Portland Community College, Portland
OrPR	Reed College, Portland
OrPS	Portland State University, Portland
Wa	Washington State Library, Olympia
Wa-Ec	Washington State Library, Ecology Department, Olympia
Wa-F	Washington State Film Library, Olympia
Wa-L	Washington State Law Library, Olympia
WaAlVA	United States Veterans Administration Hospital, Tacoma (American Lake)
WaBB	Bellevue Community College, Bellevue
WaBOH	Overlake Hospital, Bellevue
WaBP	Puget Sound Power and Light Company, Bellevue
WaBe	Bellingham Public Library, Bellingham
WaBeCo	Whatcom County Library, Bellingham
WaBeSL	St. Luke's Hospital, Bellingham

SYMBOL	LIBRARY
WaBr	Kitsap Regional Library, Bremerton
WaBrH	Harrison Memorial Hospital, Bremerton
WaBrNR	Naval Regional Medical Center (U.S. Navy), Bremerton
WaBrNS	Naval Submarine Base - Bangor Library, Bremerton
WaBrO	Olympic College, Bremerton
WaBrOC	Symbol no longer used for current acquisitions--Send requests for materials to Washington Veterans Home Library, Retsil (WaRetV)
WaBrOC-R	Olympic Center, Bremerton--Send requests for materials to Rainier School Library, Buckley (WaBucR)
WaBucR	Rainier School - Library, Buckley
WaBucR-R	Symbol no longer used for currenct acquisitions--Send requests for materials to Rainier School Library, Buckley (WaBucR)
WaCeC	Centralia College, Centralia
WaChenE	Eastern Washington University, Cheney
WaE	Everett Public Library, Everett
WaEE	Everett Community College, Everett
WaEG	Everett General Hospital, Everett
WaEPH	Providence Hospital, Everett
WaEdE	Edmonds Community College, Lynnwood
WaEdSH	Stevens Memorial Hospital, Edmonds
WaEl	Ellensburg Public Library, Ellensburg
WaFL	Lummi Education Center Library, Ferndale
WaFW	Whatcom Community College, Bellingham
WaGhP	Purdy Treatment Center for Women, Gig Harbor
WaKeM	Mid-Columbia Regional Library, Kennewick
WaLoL	Lower Columbia College, Longview
WaMaS	Sno-Isle Regional Library, Marysville
WaMeH	Eastern State Hospital, Medical Lake
WaMeL	Lakeland Village School, Medical Lake
WaMlB	Big Bend Community College, Moses Lake
WaMonR	Washington State Reformatory, Monroe
WaMtvS	Skagit Valley College, Mt. Vernon
WaO	Timberland Regional Library, Olympia
WaOE	The Evergreen State College, Olympia
WaOEng	Washington State Energy Office, Olympia
WaOLI	Washington State Department of Labor and Industries, Olympia
WaOSPS	South Puget Sound Community College, Olympia
WaOSM	St. Martin's College, Olympia (Lacey)
WaOSP	St. Peter Hospital, Olympia
WaOT	Washington State Department of Transportation, Olympia
WaOTC	Symbol no longer used for current acquisitions--Send requests for materials to WaOSPS - (name change)
WaOrtS	Washington Soldiers' Home - Staff Library, Orting
WaOrtS-R	Washington Soldiers' Home - Resident Library, Orting
WaPaC	Columbia Basin Community College, Pasco
WaPlP	Pacific Lutheran University, Parkland
WaPoN	North Olympic Library System, Port Angeles
WaPS	Washington State University, Pullman
WaRedGH	Group Health Cooperative - Eastside, Redmond
WaReVG	Valley General Hospital, Renton
WaRetV	Washington Veterans Home Library, Retsil
WaRetV-R	Symbol no longer used for current acquisitions--Send requests for materials to Washington Veterans Home Library, Retsil

SYMBOL	LIBRARY
WaRi	Richland Public Library, Richland
WaRiB	Battelle Pacific Northwest Laboratories, Richland
WaS	Seattle Public Library, Seattle
WaSC	Seattle Central Community College, Seattle
WaSC-D	Seattle Community College District, Seattle
WaSC-N	North Seattle Community College, Seattle
WaSC-S	South Seattle Community College, Seattle
WaSCO	Children's Orthopedic Hospital, Seattle
WaSF	Fircrest School Library, Seattle
WaSF-R	Symbol no longer used for current acquisitions--Send requests for materials to Fircrest School Library, Seattle (WaSF)
WaSGH	Group Health Cooperative, Seattle
WaSH	Virginia Mason Hospital, Seattle
WaSHCR	Fred Hutchinson Cancer Research Center, Seattle
WaSKC	King County Library System, Seattle
WaSNB	The NBBJ Group Library, Seattle
WaSNH	Northwest Hospital, Seattle
WaSPaM	Pacific Medical Center, Seattle
WaSPC	Seattle Pacific University, Seattle
WaSPe	Perkins, Coie, Stone, Olsen and Williams, Seattle
WaSPH	Pacific Medical Center, Seattle (Old Symbol)--See WaSPaM
WaSPM	Providence Medical Center, Seattle (Old Symbol)--See WaSPrM
WaSPrM	Providence Medical Center, Seattle
WaSPSH	Puget Sound Health Systems Agency, Seattle
WaSS	Schick Shadel Hospital, Seattle
WaSSh	Shoreline Community College, Seattle
WaSSH	Swedish Medical Hospital, Seattle (Old Symbol)--See WaSSwH
WaSSwH	Swedish Hospital Medical Center, Seattle
WaSU	Seattle University, Seattle
WaSVA	United States Veterans Administration Hospital, Seattle
WaSWG	Seattle West Medical Center, Seattle
WaSelY	Yakima Valley School, Selah
WaShC	Washington Correction Center - Staff Library, Shelton
WaShC-R	Washington Correction Center - Resident Library, Shelton
WaSnqE	Echo Glen Children's Center, Snoqualmie
WaSp	Spokane Public Library, Spokane
WaSpCN	Intercollegiate Center for Nursing Education, Spokane
WaSpCo	Spokane County Library System, Spokane
WaSpD	Deaconess Hosiptal, Spokane
WaSpG	Gonzaga University, Spokane
WaSpG-L	Gonzaga University - Law Library, Spokane
WaSpM	Spokane County Medical Society, Spokane
WaSpS	Spokane Community College, Spokane
WaSpSF	Spokane Falls Community College, Spokane
WaSpSH	Sacred Heart Medical Center, Spokane
WaSpStM	St. Michael's Institute (Gonzaga University), Spokane
WaSpVA	United States Veterans Administration Hospital, Spokane
WaSpW	Whitworth College, Spokane
WaSteM	McNeil Island Correction Center Library, Steilacoom
WaSwN	Northern State Multi-Service Center, Sedro Woolley
WaT	Tacoma Public Library, Tacoma
WaTCC	Tacoma Community College, Tacoma
WaTAH	Madigan Army Medical Center (U.S. Army), Tacoma

SYMBOL	LIBRARY
WaTPC	Pierce County Library, Tacoma
WaTPM	Pierce County Medical Library, Tacoma
WaTSJ	St. Joseph Hospital, Tacoma
WaTU-L	University of Puget Sound - Law Library, Tacoma
WaTW	Weyerhaeuser Corporate Library, Tacoma
WaTWH	Western State Hospital, Library, Tacoma
WaTWH-R	Symbol no longer used for current acquisitions--Send requests for materials to Western State Hospital Library, Tacoma (WaTWH)
WaU	University of Washington, Seattle
WaU-EA	University of Washington, East Asian Library, Seattle
WaU-F	University of Washington, Forestry Library, Seattle
WaU-L	University of Washington, Law Library, Seattle
WaV	Fort Vancouver Regional Library, Vancouver
WaVSB	Washington State School for the Blind, Vancouver
WaVSD	Washington State School for the Deaf, Vancouver
WaVVA	United States Veterans Administration Hospital, Vancouver
WaVWH	Southwest Washington Hospitals, Vancouver
WaWC	Walla Walla College, College Place
WaWP	Washington State Penitentiary, Walla Walla
WaWW	Whitman College, Walla Walla
WaWWC	Walla Walla Community College, Walla Walla
WaWeC	Central Washington Hospital, Wenatchee
WaWeN	North Central Regional Library, Wenatchee
WaWeW	Wenatchee Valley College, Wenatchee
WaYM	Yakima Valley Memorial Hospital, Yakima
WaYSE	St. Elizabeth Hospital, Yakima

WLN
10/18/84

WASHINGTON LIBRARY NETWORK

LIBRARY SYMBOLS USED IN THE WLN COMPUTER SYSTEM
October 1984

LIBRARY	SYMBOL
Alaska Court Libraries, Anchorage	Ak-L
Alaska Department of Fish and Game, Habitat Division Library, Anchorage	AkAFG
Alaska State Library, Juneau	Ak
Anchorage Municipal Library, Anchorage	AkA
Anchorage School District, Anchorage	AkAS
Battelle Pacific Northwest Laboratories, Richland	WaRiB
Bellevue Community College, Bellevue	WaBB
Bellingham Public Library, Bellingham	WaBe
Big Bend Community College, Moses Lake	WaMlB
Boise Public Library, Boise	IdB
Boise State University, Boise	IdBB
Bozeman Public Library, Bozeman	MtB
Butte-Silver Bow Public Library, Butte	MtBu
Caldwell Public Library, Caldwell	IdCa
California State Library, Sacramento	C
Carroll College, Helena	MtHC
Central Washington Hospital, Wenatchee	WaWeC
Centralia College, Centralia	WaCeC
Children's Orthopedic Hospital, Seattle	WaSCO
College of Great Falls, Great Falls	MtGrCE
College of Idaho, Caldwell	IdCaC
College of Southern Idaho, Twin Falls	IdTfSI
Columbia Basin Community College, Pasco	WaPaC
Columbus Hospital, Great Falls	MtGrCH
Dawson College, Glendive	MtGD
Deaconess Hosiptal, Spokane	WaSpD
Eastern Montana College, Billings	MtBilE
Eastern State Hospital, Medical Lake	WaMeH
Eastern Washington University, Cheney	WaChenE
Echo Glen Children's Center, Snoqualmie	WaSnqE
Edmonds Community College, Lynnwood	WaEdE
Ellensburg Public Library, Ellensburg	WaEl
Everett Community College, Everett	WaEE
Everett General Hospital, Everett	WaEG
Everett Public Library, Everett	WaE
Evergreen State College, Olympia	WaOE
Fairbanks North Star Borough Library, Fairbanks	AkF
Fircrest School - Library, Seattle	WaSF
Fircrest School, Resident Library, Seattle	WaSF-R
Flathead County Library, Kalispell	MtK
Flathead Senior High School, Kalispell	MtKsH
Flathead Valley Community College, Kalispell	MtKF
Fort Richardson Post Library, Fort Richardson	AkFr
Fort Vancouver Regional Library, Vancouver	WaV

LIBRARY	SYMBOL
Fort Wainwright Post Library, Fort Wainwright	AkFw
Fred Hutchinson Cancer Research Center, Seattle	WaSHCR
Glasgow City-County Library, Glasgow	MtGl
Gonzaga University, Spokane	WaSpG
Gonzaga University - Law Library, Spokane	WaSpG-L
Great Falls Public, Great Falls	MtGr
Group Health Cooperative - Eastside, Redmond	WaRedGH
Group Health Cooperative, Seattle	WaSGH
Harrison Memorial Hospital, Bremerton	WaBrH
Idaho Falls Public Library, Idaho Falls	IdIf
Idaho State Library, Boise	Id
Intercollegiate Center for Nursing Education, Spokane	WaSpCN
Juneau Memorial Library, Juneau	AkJ
Kalispell Regional Hospital, Kalispell	MtKH
Kenai Community Library, Kenai	AkKe
Kettleson Memorial Library, Sitka	AkS
King County Library System, Seattle	WaSKC
Kitsap Regional Library, Bremerton	WaBr
Lakeland Village School, Medical Lake	WaMeL
Lewis and Clark Library, Helena	MtH
Lewis-Clark State College, Lewiston	IdLN
Libby High School Library, Libby	MtLibH
Libby Junior High School, Libby	MtLibJ
Library Association of Portland, Portland	OrP
Lincoln County Free Library, Libby	MtLib
Lincoln County Senior High School, Eureka	MtELH
Lower Columbia College, Longview	WaLoL
Lummi Education Center Library, Ferndale	WaFL
Madigan Army Medical Center (U.S. Army), Tacoma	WaTAH
Maricopa County Library, Phoenix	AzPhM
Matanuska-Susitna Community College, Palmer	AkPalU
McNeil Island Correction Center, Steilacoom	WaSteM
Mid-Columbia Regional Library, Kennewick	WaKeM
Miles City Public Library, Miles City	MtMc
Miles Community College, Miles City	MtMcC
Missoula City-County Library, Missoula	MtMis
Mohave Community College, Kingman	AzKiM
Montana Census and Economic Information Center, Helena	MtHCE
Montana College of Mineral Science and Technology, Butte	MtBuM
Montana Historical Society, Helena	MtHi
Montana Last Copy Fiction Depository, Billings	MtBil-F
Montana Office of Public Instruction, Helena	MtHPI
Montana State Law Library, Helena	Mt-L
Montana State Library, Helena	Mt
Montana State University, Bozeman	MtBC
NBBJ Group Library, Seattle	WaSNB
Naval Regional Medical Center (U.S. Navy), Bremerton	WaBrNR
Naval Submarine Base - Bangor Library, Bremerton	WaBrNS
North Central Regional Library, Wenatchee	WaWeN
North Olympic Library System, Port Angeles	WaPoN
North Seattle Community College, Seattle	WaSC-N
North Slope Borough School District, Barrow	AkBarN
Northern Montana College, Havre	MtHaN

LIBRARY	SYMBOL
Northern State Multi-Service Center, Sedro Woolley	WaSwN
Northwest Hospital, Seattle	WaSNH
Northwest Nazarene College, Nampa	IdNN
Olympia Technical Community College--See South Puget Sound Community College	WaOTC (Old Symbol) WaOSPS (New Symbol)
Olympic Center, Bremerton--Send requests for materials to Rainier School Library, Buckley	WaBrOC
Olympic College, Bremerton	WaBrO
Overlake Hospital, Bellevue	WaBOH
Pacific Lutheran University, Parkland	WaPlP
Pacific Medical Center, Seattle	WaSPaM (New Symbol) WaSPH (Old Symbol)
Parmly Billings Library, Billings	MtBil
Perkins, Coie, Stone, Olsen and Williams, Seattle	WaSPe
Pierce County Library, Tacoma	WaTPC
Pierce County Medical Library, Tacoma	WaTPM
Portland Community College, Portland	OrPPC
Portland State University, Portland	OrPS
Prescott College Library, Prescott	AzPrP
Providence Hospital, Everett	WaEPH
Providence Medical Center, Seattle	WaSPrM (New Symbol) WaSPM (Old Symbol)
Puget Sound Health Systems Agency, Seattle	WaSPSH
Puget Sound Power and Light Co., Bellevue	WaBP
Purdy Treatment Center for Women, Gig Harbor	WaGhP
Rainier School - Library, Buckley	WaBucR
Reed College, Portland	OrPR
Richland Public Library, Richland	WaRi
Rocky Mountain College Library, Billings	MtBilR
Rocky Mountain Laboratory (U.S. National Institute of Health), Hamilton	MtHamRL
Sacred Heart Medical Center, Spokane	WaSpSH
St. Elizabeth Hospital, Yakima	WaYSE
St. Joseph Hospital, Tacoma	WaTSJ
St. Lukes Hospital, Bellingham	WaBeSL
St. Martin's College, Olympia (Lacey)	WaOSM
St. Michael's Institute Library, Spokane	WaSpStM
St. Patrick Hospital, Missoula	MtMisSP
St. Peter Hospital, Olympia	WaOSP
St. Peter's Hospital, Helena	MtHSP
St. Vincent's Hospital, Billings	MtBilSV
Schick Shadel Hospital, Seattle	WaSS
Seattle Central Community College, Seattle	WaSC
Seattle Community College District, Seattle	WaSC-D
Seattle Pacific University, Seattle	WaSPC
Seattle Public Library, Seattle	WaS
Seattle University, Seattle	WaSU
Seattle West Medical Center, Seattle	WaSWG
Shodair Children's Hospital, Helena	MtHS
Shoreline Community College, Seattle	WaSSh
Sitka School District, Sitka	AkSSD
Skagit Valley College, Mt. Vernon	WaMtvS
Sno-Isle Regional Library, Marysville	WaMaS

LIBRARY	SYMBOL
South Puget Sound Community College, Olympia	WaOSPS (New Symbol) WaOTC (Old Symbol)
South Seattle Community College, Seattle	WaSC-S
Southwest Washington Hospitals, Vancouver	WaVWH
Spokane Community College, Spokane	WaSpS
Spokane County Medical Society, Spokane	WaSpM
Spokane County Library System, Spokane	WaSpCo
Spokane Falls Community College, Spokane	WaSpSF
Spokane Public Library, Spokane	WaSp
Stevens Memorial Hospital, Edmonds	WaEdSH
Swedish Hospital Medical Center, Seattle	WaSSwH (New Symbol) WaSSH (Old Symbol)
Tacoma Community College, Tacoma	WaTCC
Tacoma Public Library, Tacoma	WaT
Timberland Regional Library, Olympia	WaO
Troy Senior High School, Troy	MtTrSH
UAITC/CIT/Audio Visual Services, Anchorage	AkAAVS
United States Veterans Administration Center, Fort Harrison	MtFhV
United States Veterans Administration Hospital, Seattle	WaSVA
United States Veterans Administration Hospital, Spokane	WaSpVA
United States Veterans Administration Hospital, Tacoma (American Lake)	WaAlVA
United States Veterans Administration Hospital, Vancouver	WaVVA
University of Alaska, Anchorage	AkAU
University of Alaska, Fairbanks	AkU
University of Alaska, Fairbanks - Bio-Medical Library	AkU-M
University of Alaska, Juneau	AkJU
University of Idaho, Moscow	IdU
University of Idaho Law Library, Moscow	IdU-L
University of Montana, Missoula	MtU
University of Puget Sound - Law Library, Tacoma	WaTU-L
University of Washington, East Asian Library, Seattle	WaU-EA
University of Washington, Forestry Library, Seattle	WaU-F
University of Washington, Law Library, Seattle	WaU-L
University of Washington, Seattle	WaU
Valdez Consortium Library, Valdez	AkV
Valley General Hospital, Renton	WaReVG
Vancouver Public Library, Vancouver, British Columbia	CaBVa
Virginia Mason Hospital, Seattle	WaSH
Walla Walla College, College Place	WaWC
Walla Walla Community College, Walla Walla	WaWWC
Washington Correction Center - Resident Library, Shelton	WaShC-R
Washington Correction Center - Staff Library, Shelton	WaShC
Washington Soldiers' Home - Resident Library, Orting	WaOrtS-R
Washington Soldiers' Home - Staff Library, Orting	WaOrtS
Washington State Department of Labor and Industries, Olympia	WaOLI
Washington State Department of Transportation, Olympia	WaOT
Washington State Energy Office, Olympia	WaOEng
Washington State Film Library, Olympia	Wa-F
Washington State Law Library, Olympia	Wa-L
Washington State Library, Ecology Department, Olympia	Wa-Ec
Washington State Library, Olympia	Wa
Washington State Penitentiary, Walla Walla	WaWP

LIBRARY	SYMBOL
Washington State Reformatory, Monroe	WaMonR
Washington State School for the Blind, Vancouver	WaVSB
Washington State School for the Deaf, Vancouver	WaVSD
Washington State University, Pullman	WaPS
Washington Veterans Home Library, Retsil	WaRetV
Wenatchee Valley College, Wenatchee	WaWeW
Western Montana Clinic, Missoula	MtMisW
Western Montana College, Dillon	MtDiW
Western State Hospital, Library, Tacoma	WaTWH
Weyerhaeuser Corporate Library, Tacoma	WaTW
Whatcom Community College, Bellingham	WaFW
Whatcom County Library, Bellingham	WaBeCo
Whitefish Senior High School, Whitefish	MtWfSH
Whitman College, Walla Walla	WaWW
Whitworth College, Spokane	WaSpW
Yakima Valley Memorial Hospital, Yakima	WaYM
Yakima Valley School, Selah	WaSelY
Yavapai College, Prescott	AzPrY

WLN
10/18/84

APPENDIX I MONCAT INTERLIBRARY LOAN DIRECTORY

MONCAT INTERLIBRARY LOAN DIRECTORY

Entries are alphabetical by name of library and include only brief policy statements. For more detailed information contact interlibrary loan personnel at individual locations as necessary or check other interlibrary loan policy sources such as Interlibrary Loan Policy Directory (ALA, 1983) or OCLC online. Mt*** means LC symbol has not been designated (as of January 1985).

Library Name:
Bozeman Public Library

LC Symbol: MtB

ILL and Photocopy Address:
Interlibrary Loans
Bozeman Public Library
220 East Lamme
Bozeman, Mt 59715

ILL Contact Person:
Reference Libn. or Lois Dissly

Phone Number:(406)586-4788

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge $5.00 plus replacement cost for lost materials.
Does not charge photocopy or microform copying fees.

Loan Period:
Books: 28 days
Periodicals: not loaned.

Library Name:
Bureau of Land Management Library

LC Symbol: MtBilB

ILL and Photocopy Address:
Interlibrary Loans
Bureau of Land Management Library
P.O. Box 36800
Billings, Mt 59107

ILL Contact Person:
Patricia J. Koch

Phone Number:(406)657-6671

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge photocopy or microform copying fees.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Butte-Silver Bow Public Library

LC Symbol: MtBu

ILL and Photocopy Address:
Interlibrary Loans
Butte-Silver Bow Public Library
106 West Broadway
Butte, Mt 59701

ILL Contact Person:
Mike Andersen

Phone Number:(406)723-8262 ext.377

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge $5.00 plus replacement cost for lost materials.
Does not charge a photocopy fee in-state, the out-of-state charge is $.15 per page.
Has no capabilities for micro-form copying.

Loan Period:
Books: four weeks
Periodicals: not loaned.

Library Name:
Carroll College Library

LC Symbol: MtHC

ILL and Photocopy Address:
Interlibrary Loans
Carroll College Library
Helena, Mt 59625

ILL Contact Person:
Jan Wingenroth

Phone Number:(406)442-3450 ext 343

Fees:
Does not require postage reimbursement.
Does not charge a loan fee unless other library charges them.
Does charge processing fee plus replacement cost for lost materials.
Does not charge photocopy fee for first 25 pages; after that $.10 per page.
Does not charge microform copying fees under 25 copies.

Loan Period:
Books: three weeks
Periodicals: not loaned

Library Name:
City-County Library of Missoula

LC Symbol: MtMis

ILL and Photocopy Address:
Interlibrary Loans
City-County Library of Missoula
301 E. Main
Missoula, Mt 59802

ILL Contact Person:
Gloria Langstaff

Phone Number:(406)721-2811

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge photocopy.
Has no capabilities for microform copying.

Loan Period:
Books: four weeks
Periodicals: not loaned.

Library Name:
College of Great Falls

LC Symbol: MtGrCE

ILL and Photocopy Address:
Interlibrary Loans
College of Great Falls Library
1301 20th St. So.
Great Falls, Mt 59405

ILL Contact Person:
Laura Keeney

Phone Number:(406)761-8210 ext 550

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge $2.00 plus replacement cost for lost materials.
Does not charge photocopy.
Does not charge microform copying fee.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Columbus Hospital Health Science Library

LC Symbol: MtGrCH

ILL and Photocopy Address:
Interlibrary Loans
Columbus Hospital Health Science Library
P. O. Box 5013
Great Falls, Mt 59403

ILL Contact Person:
Sister Margaret LaPorte

Phone Number:(406)727-3333 ext. 5431

Fees:
Does want to be reimbursed for postage.
Will accept stamps.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Charges $.10 per page for photocopy except to libraries with whom they have reciprocal agreements.
Has no capabilities for microform copying.

Loan Period:
Books: rarely loaned
Periodicals: not loaned.

Library Name:
Daniels County Free Library

LC Symbol: Mt***

ILL and Photocopy Address:
Interlibrary Loans
Daniels County Free Library
203 Timmons
Scobey, Mt 59263

ILL Contact Person:
Pat Kanning

Phone Number:(406)487-5502

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge $3.00 plus replacement cost for lost materials.
Does not charge photocopy or microform copying fees.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Eastern Montana College Library

LC Symbol: MtBilE

ILL and Photocopy Address:
Interlibrary Loans
Eastern Montana College Library
Billings, Mt 59101-0298

ILL Contact Person:
Ingrid Maksirisombat

Phone Number:(406)657-1666

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge $21.50 as replacement cost for lost materials.
Does not charge photocopy or microform copying fees.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Flathead County Library

LC Symbol: MtK

ILL and Photocopy Address:
Interlibrary Loans
Flathead County Library
247 1st Ave. East
Kalispell, Mt 59901

ILL contact Person:
Barbara J. Knutson

Phone Number:(406)257-5644

Fees:
Does not require postage reimbursement from in-state locations.
Will accept stamps.
Does not charge a loan fee.
Does charge processing fee plus replacement cost for lost materials.
Does not charge photocopy fee in-state but $.15 per page for out-of-state.
Does not charge microform copying fee in-state but $.25 per page for out-of-state .

Loan Period:
Books: 28 days
Periodicals: not loaned.

Library Name:
Flathead Senior High School
Library

LC Symbol: MtKsH

ILL and Photocopy Address:
Interlibrary Loans
Flathead Senior High School
Library
644 4th Ave.W.
Kalispell, Mt 59901

ILL Contact Person:
Robert Hamill

Phone Number:(406)755-7130

Fees:
Does not require postage
reimbursement.
Does not charge a loan fee.
Does charge processing fee plus
replacement cost for lost
materials.
Does not charge photocopy or
microform copying fees.

Loan Period:
Books: three weeks
Periodicals: not loaned.

Library Name:
Flathead Valley Community College
Library

LC Symbol: MtKF

ILL and Photocopy Address:
Interlibrary Loans
Flathead Valley Community College
Library
1st Street E.
Kalispell, Mt 59901

ILL Contact Person:
Michael Ober

Phone Number:(406)755-5222 ext 295

Fees:
Does not require postage
reimbursement.
Does not charge a loan fee.
Does charge processing fee plus
replacement cost for lost
materials.
Does not charge photocopy or
microform copying fees.

Loan Period:
Books: 28 days
Periodicals: not loaned.

Library Name:
Glasgow City-County Library

LC Symbol: MtGl

ILL and Photocopy Address:
Interlibrary Loans
Glasgow City-County Library
408 3rd Ave. South
Glasgow, Mt 59230

ILL Contact Person:
Cindy Winter

Phone Number:(406)228-2731 or
(406)228-8193

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge $5.00 plus replacement cost for lost materials.
Does not charge photocopy or microform copying fees.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Great Falls Public Library

LC Symbol: MtGr

ILL and Photocopy Address:
Interlibrary Loans
Great Falls Public Library
2nd Avenue North & 3rd Street
Great Falls, Mt 59401

ILL Contact Person:
Sister Marita Bartholome

Phone Number:(406)453-0349

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge a processing fee plus replacement cost for lost materials.
Does not charge photocopy or microform copying fees.

Loan Period:
Books: 28 days
Periodicals: not loaned.

Library Name:
Historical Society Library

LC Symbol: MtHi

ILL and Photocopy Address:
Interlibrary Loans
Montana Historical Society Library
225 N. Roberts
Helena, Mt 59620

ILL Contact Person:
Diana Wilkison

Phone Number:(406)444-4704

Fees:
Does not require postage reimbursement from in-state locations.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does charge a $.15 per page photocopy fee.
Does charge a $.50 per page microform copying fee.

Loan Period:
Books: Two weeks from receipt
Periodicals: not loaned.

Library Name:
Jane Carey Memorial Library
Dawson Community College

LC Symbol: MtGD

ILL and Photocopy Address:
Interlibrary Loans
Jane Carey Memorial Library
Dawson Community College
300 College Dr.
Box 421
Glendive, Mt 59330

ILL Contact Person:
Kelly Baker

Phone Number:(406)365-3396

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge photocopy fee or microform copying fees.

Loan Period:
Books: three weeks
Periodicals: not loaned.

Library Name:
Kalispell Regional Hospital
Medical Library

LC Symbol: MtKH

ILL and Photocopy Address:
Interlibrary Loans
Kalispell Regional Hospital
Medical Library
310 Sunny View Lane
Kalispell, Mt 59901

ILL Contact Person:
Susan Long

Phone Number:(406)755-5111 ext 2660

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge photocopy fee or microform copying fees.

Loan Period:
Books: two weeks
Periodicals: not loaned.

Library Name:
Lewis and Clark Library

LC Symbol: MtH

ILL and Photocopy Address:
Interlibrary Loans
Lewis and Clark Library
120 So. Last Chance Mall
Helena, Mt 59601

ILL Contact Person:
Sue Thompson

Phone Number:(406)442-2373

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge photocopy fee or microform copying fees.

Loan Period:
Books: three weeks
Periodicals: not loaned.

Library Name:
Libby Junior High School Library

LC Symbol: MtLibJ

ILL and Photocopy Address:
Interlibrary Loans
Libby Junior High School Library
Rte. 3
Skidale Rd
Libby, Mt 59923

ILL Contact Person:
Alison Swimley

Phone Number:(406)293-6204

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge photocopy fee or microform copying fees.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Libby Senior High School Library

LC Symbol: MtLibH

ILL and Photocopy Address:
Interlibrary Loans
Libby Senior High School Library
111 E. Lincoln Blvd.
Libby, Mt 59923

ILL Contact Person:
Al Randall

Phone Number:(406)293-6204

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge photocopy fee or microform copying fees to in-state locations.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Lincoln County Free Library

LC Symbol: MtLib

ILL and Photocopy Address:
Interlibrary Loans
Lincoln County Free Library
220 West 6th St.
Libby, Mt 59923

ILL Contact Person:
Inez Herrig

Phone Number:(406)293-4346

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge photocopy fee or microform copying fees.

Loan Period:
Books: four weeks
Periodicals: not loaned.

Library Name:
Lincoln County Senior High School Library

LC Symbol: MtELH

ILL and Photocopy Address:
Interlibrary Loans
Lincoln County Senior High School Library
Box 200
Eureka, Mt. 59917

ILL Contact Person:
Landon Belveal

Phone Number:(406)296-2525

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge photocopy fee or microform copying fees.

Loan Period:
Books: four weeks
Periodicals: not loaned.

Library Name:
Miles City Public Library

LC Symbol: MtMc

ILL and Photocopy Address:
Interlibrary Loans
Miles City Public Library
1 So. 10th Street
Miles City, Mt 59301

ILL Contact Person:
Delores Drennen

Phone Number:(406)232-1496

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge photocopy fee or microform copying fees.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Miles Community College Library

LC Symbol: MtMcC

ILL and Photocopy Address:
Interlibrary Loans
Miles Community College Library
2715 Dickinson
Miles City, Mt 59301

ILL Contact Person:
Carol Clarke

Phone Number:(406)232-3031 ext. 49

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does charge $.15 per page as a photocopy fee.
Does charge $.10 per page as a microform copying fee.

Loan Period:
Books: two weeks
Periodicals: not loaned.

Library Name:
Montana Census and Economic Information Center

LC Symbol: MtHCE

ILL and Photocopy Address:
Interlibrary Loans
Montana Census and Economic Information Center
Montana Dept. of Commerce
1424 9th Ave.
Helena, Mt 59620-0401

ILL Contact Person:
Jan Clack

Phone Number:(406)444-2896

Fees:
Does not require postage reimbursement.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge a photocopy fee unless it exceeds $10.00 at $.25 per page.
Does not charge a microform copying fee unless it exceeds $10.00 at $.25 per page.

Loan Period:
Books: not applicable
Periodicals: not loaned.

Library Name:
Montana College of Mineral Science and Technology Library

LC Symbol: MtBuM

ILL and Photocopy Address:
Interlibrary Loans
Montana Tech Library
Butte, Mt 59701

ILL Contact Person:
Jean Bishop

Phone Number:(406)496-4281

Fees:
Does not require postage reimbursement from in-state libraries.
Does not charge a loan fee.
Does charge $10.00 plus replacement cost for lost materials.
Does not charge a photocopy fee in state, out-of-state is mininium of $1.00 at $.10 per page.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Montana Last Copy Fiction Depository, Billings

LC Symbol: MtBilF

ILL and Photocopy Address:
Interlibrary Loans
Montana Last Copy Fiction Depository
%Parmly Billings Library
510 N. Broadway
Billings, Mt 59101

ILL Contact Person:
Gene Robson

Phone Number:(406)248-2448 or (406)657-8243

Fees:
Does not require postage reimbursement from in-state libraries.
Does not charge a loan fee.
Does charge replacement cost for lost materials.
Does not charge a photocopy fee in state.
Does not charge a microform copying fee in state.

Loan Period:
Books: six weeks, no renewals
Periodicals: not loaned.

Library Name:
Montana Office of Public Instruction Audiovisual Library

LC Symbol: MtHPI

ILL and Photocopy Address:
Interlibrary Loans
Audiovisual Library
Office of Public Instruction
Room 106
State Capitol
Helena, Mt 59620

ILL Contact Person:
Jim Mier

Phone Number:(406)444-2979

Fees:
Responsible for outgoing postage only.
Loan fee of $6.50 on films longer than 10 minutes, $3.50 on items less than 10 minutes.
Does charge total replacement cost for lost materials.

Loan Period: one week

Library Name:
Montana State Library

LC Symbol: Mt

ILL and Photocopy Address:
Interlibrary Loans
Montana State Library
1515 E. 6th Ave.
Helena, Mt 59620

ILL Contact Person:
Kathy Brown

Phone Number:(406)444-3004

Fees:
Does ask for postage reimbursement.
Stamps are okay as reimbursement.
Does not charge a loan fee.
Does charge $10.00 plus the replacement cost for lost materials.
Does not charge a photocopy fee.
Does not charge a microform copying fee.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Montana State University
Roland R. Renne Library

LC Symbol: MtBC

ILL and Photocopy Address:
Interlibrary Loans
Roland R. Renne Library
Montana State University
Bozeman, Mt 59717

ILL Contact Person:
Kay Carey

Phone Number:(406)994-3161

Fees:
Does not ask for postage reimbursement unless sent first class, priority or other special handling.
Stamps are okay as reimbursement.
Does not charge a loan fee.
Does charge a processing fee plus the replacement cost for lost materials.
Does charge $.10 per page with a $1.00 minimum charge for photocopy.
Does charge $.15 per copy with a $1.00 minimum charge for microform copying.

Loan Period:
Books: one month
Periodicals: may loan if article exceeds 30 pages or contains illustrations, but only loaned for one week's use in library only.

Library Name:
Northern Montana College
Vande Bogart Library

LC Symbol: MtHaN

ILL and Photocopy Address:
Interlibrary Loans
Vande Bogart Library
Northern Montana College
Havre, Mt 59501

ILL Contact Person:
Vicki Gist

Phone Number:(406)265-7821 Ext.3306

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials.
Does charge $1.00 for first page of photocopy and $.10 per page thereafter.
Does charge $1.00 for first fiche page copy and $.50 per page thereafter.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Parmly Billings Library

LC Symbol: MtBil

ILL and Photocopy Address:
Interlibrary Loans
Parmly Billings Library
510 North Broadway
Billings, Mt 59101-1196

ILL Contact Person:
Gene Robson

Phone Number:(406)248-2448

Fees:
Does not ask for postage reimbursement from in-state libraries.
Stamps are okay as reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials.
Does not charge photocopy fees to in-state locations. Out-of-state,is $.15 per page.
Does not charge microform copying fee to in-state locations. Out-of state is $.50 per page.

Loan Period:
Books: six weeks, no renewals
Periodicals: not loaned.

Library Name:
Paul M. Adams Memorial Library
Rocky Mountain College

LC Symbol: MtBilR

ILL and Photocopy Address:
Interlibrary Loans
Paul M. Adams memorial Library
Rocky Mountain College
1511 Poly Drive
Billings, Mt 59102-1796

ILL Contact Person:
Mary Jo Shaw

Phone Number:(406)657-1085

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials. Total flat fee of $15.00 for monographs.
Does not charge photocopy fees under $1.00; $.05 per page over a $1.00.
Does not make copies for microform.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Phillips County Library

LC Symbol: MtPCL

ILL and Photocopy Address:
Interlibrary Loans
Phillips County Library
10 South 4th Street East
Malta, Mt 59538

ILL Contact Person:
Roberta Green

Phone Number:(406)654-2407

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials, plus $2.00 processing .
Does not charge photocopy fees.
Does not make copies for microform.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
Rocky Mountain Laboratories Library

LC Symbol: MtHamRL

ILL and Photocopy Address:
Interlibrary Loans
Rocky Mountain Laboratories Library
903 South 4th St.
Hamilton, Mt 59840

ILL Contact Person:
Liza Serha-Hamby

Phone Number:(406)363-3211

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials.
Does not charge photocopy fees.
Does make copies for microform no charge.

Loan Period:
Books: two weeks
Periodicals: not loaned.

Library Name:
Roosevelt County Library

LC Symbol: Mt***

ILL and Photocopy Address:
Interlibrary Loans
Roosevelt County Library
220 2nd Ave. South
Wolf Point, Mt 59201

ILL Contact Person:
Janice Sand

Phone Number:(406)653-2411

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials.
Does charge photocopy fees of $.15 per page.
Does not make copies for microform.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
St. Patrick Hospital Library

LC Symbol: MtMisSP

ILL and Photocopy Address:
Interlibrary Loans
St. Patrick Hospital Library
P.O. Box 4587
Missoula, Mt 59806

ILL Contact Person:
Kara Lou Mackay

Phone Number:(406)543-7271 ext. 2228

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials.
Does not charge photocopy fees.
Does not make copies for microform.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
St. Peters Community Hospital Medical Library

LC Symbol: MtHSP

ILL and Photocopy Address:
Interlibrary Loans
St. Peters Community
Medical Library
2475 Broadway
Helena, Mt. 59604

ILL Contact Person:
Elaine Caussyn

Phone Number:(406)442-2480

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials.
Does not charge photocopy fees.
Does not make copies for microform.

Loan Period:
Books: not loaned.
Periodicals: not loaned.

Library Name:
St. Vincent's Hospital Library

LC Symbol: MtBilSV

ILL and Photocopy Address:
Interlibrary Loans
St. Vincent's Hospital
P.O. Box 35200
Marillac Hall
Billings, Mt 59107-5200

ILL Contact Person:
Jane Schafer

Phone Number:(406)657-7004

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does not charge the replacement cost for lost materials.
Does not charge photocopy fees.
Does not make copies for microform.

Loan Period:
Books: as necessary
Periodicals: not loaned.

Library Name:
Sheridan County Library

LC Symbol: Mt***

ILL and Photocopy Address:
Interlibrary Loans
Sheridan County Library
100 West Laurel Ave.
Plentywood, Mt 59254

ILL Contact Person:
Sheila Lee

Phone Number:(406)765-2317

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials, plus $2.00.
Does charge photocopy fees. $.10 per page, except out of reference books or materials.
Does not make copies from microform.

Loan Period:
Books: four weeks
Periodicals: not loaned.

Library Name:
Shodair Children's Hospital
Medical Reference Library

LC Symbol: MtHS

ILL and Photocopy Address:
Interlibrary Loans
Shodair Childrens Hospital
Medical Library
P.O. Box 5539
Helena, Mt 59604

ILL Contact Person:
Suzy Holt

Phone Number:(406)442-1980 ext 248

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials.
Does not charge photocopy fees.
Does not make copies from microform.

Loan Period:
Books: varies/case by case
Periodicals: not loaned.

Library Name:
State Law Library of Montana

LC Symbol: MtL

ILL and Photocopy Address:
Interlibrary Loans
State Law Library of Montana
215 N. Sanders
Helena, Mt 59620

ILL Contact Person:
Sandra Jarvie

Phone Number:(406)444-3660

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials.
Does charge photocopy fees (first twenty five pages free) $.20 per page plus $1.50 postage.
Does charge microform copying fee of (first twenty five pages free) $.20 per page plus $1.50 postage.
Will duplicate fiche, $.20 per fiche.

Loan Period:
Books: one month
Periodicals: only bound volumes circulate.

Library Name:
Troy High School Library

LC Symbol: MtTrSH

ILL and Photocopy Address:
Interlibrary Loans
Troy High School Library
Drawer O
Troy, Mt 59935

ILL Contact Person:
Rosanne Coy

Phone Number:(406)295-4520

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge the replacement cost for lost materials.
Does charge photocopy fees of $.10 per page.
Does not make copies from microform.

Loan Period:
Books: one month
Periodicals: not loaned.

Library Name:
University of Montana Library
Mansfield Library

LC Symbol: MtU

ILL and Photocopy Address:
Interlibrary Loans
University of Montana
Mansfield Library
Missoula, Mt 59812

ILL Contact Person:
Jim Gurley

Phone Number:(406)247-6736

Fees:
Does not ask for postage reimbursement.
Does not charge to University system libraries.
Does charge the current Publishers Weekly average cost of book for the year for replacement of lost materials.
Does charge photocopy fee of $1.00 for first five pages, $.10 per page thereafter.
Does not make copies from microform.

Loan Period:
Books: one month
Periodicals: does loan theses and periodicals for two weeks. They are insured for $50.00. Reference material loaned one week.

Library Name:
University of Montana
Instructional Materials Service

LC Symbol: MtU (initials IMS follow call number)

ILL and Photocopy Address:
Interlibrary Loans
University of Montana
Instructional Materials Service
Missoula, Mt 59812

ILL Contact Person:
Linda Harris

Phone Number:(406)243-4071

Fees:
Does not ask for postage reimbursement.
Does charge a loan fee which includes postage on some of the AV materials.
Does charge processing fee plus replacement costs for lost materials.
Does not photocopy or micro-form copy.

Loan Period: two weeks.

Library Name:
Veteran's Administration Center
Library, Fort Harrison

LC Symbol: MtFhV

ILL and Photocopy Address:
Interlibrary Loans
Veteran's Administration Center
Library, Fort Harrison
VA Medical Center
Fort, Harrison, Mt 59636

ILL Contact Person:
Maurice Knutson

Phone Number:(406)442-6410 ext. 259

Fees:
Does ask for postage reimbursement.
Will accept postage stamps.
Does not charge loan fee.
Does charge for replacement of lost materials.
Does not charge for photocopy.
Does not make copies from microform.

Loan Period:
Books: three weeks
Periodicals: does not loan on current issue; back issue can be loaned; or photocopies supplied

Library Name:
Western Montana Clinic Library

LC Symbol: MtMisW

ILL and Photocopy Address:
Interlibrary Loans
Western Montana Clinic Library
P.O. Box 7609
Missolua, Mt 59807

ILL Contact Person:
Pat Manlove

Phone Number:(406)721-5600 ext. 343

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does not charge for replacement of lost materials.
Does charge for photocopy. $.10 per page (in house) interlibrary loan free.

Loan Period:
Books: interlibrary loan use only and for one week.
Periodicals: not loaned.

Library Name:
Western Montana College Library

LC Symbol: MtDiW

ILL and Photocopy Address:
Interlibrary Loans
Western Montana College Library
Dillon, Mt 59725

ILL Contact Person:
David Olson

Phone Number:(406)683-7218

Fees:
Does not ask for postage reimbursement.
Does not charge a loan fee.
Does charge $5.00 plus replacement cost for lost materials
Does not charge for photocopy.
Does not charge for microform copying.

Loan Period:
Books: one month.
AV materials: two weeks.
Periodicals: not loaned.

Library Name:
Whitefish Senior High School
Library

LC Symbol: MtWfSH

ILL and Photocopy Address:
Interlibrary Loans
Whitefish Senior High School
Library
Box 198
Whitefish, Mt 59937

ILL Contact Person:
Patricia Jarvi

Phone Number:(406)862-2588

Fees:
Does not ask for postage
reimbursement.
Does not charge a loan fee.
Does charge for replacement
of lost materials.
Does not charge for photocopy.
Does not charge for microform
copying.

Loan Period:
Books: one month
Periodicals: not loaned.

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